



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Chair of Mechanical Engineering

Job Description

A - Position Purpose:

- The Chair of Mechanical Engineering serves as the academic and administrative leader of the department.
- He provides leadership and vision to the department in academic programs, scholarly activity, management, curriculum development, and the professional development of faculty and staff.

B - Duties and Responsibilities:

- Teaches courses in Mechanical Engineering, engages in scholarly activities, enhances collaborative efforts within the College of Engineering.
- Takes responsibility for the academic, research, facilities, and financial affairs of the department; provides leadership to the faculty, staff and students.
- Exercises responsibility for the recruitment and retention of new faculty.
- Provides effective leadership and direction for the department through a process that shares governance among academic leaders.
- Provides strong academic leadership, including strategic planning, management of human, financial and physical resources, and supervision of the department's compliance with appropriate accreditation standards.
- Directs the professional development of faculty.
- Performs administrative duties such as academic planning, budgeting, advising, class scheduling, and faculty evaluation.
- Assists the Dean of the College of Engineering in ensuring the continuous growth, development, and improvement of the College
- Serves on college and university committees.
- Collaborates with the Vice Rector for Academic Affairs, Deans, other Chairs of academic programs and PMU administrative officers to achieve the objectives of the University.

C – Qualifications / Professional Experience:

- The candidate should have an earned Doctorate in Mechanical Engineering from an accredited university.
- The candidate should have a record of teaching excellence and scholarly achievement.
- The candidate should have advanced interpersonal verbal and written communications skills and experience in academic management.
- The candidate should demonstrate ability to lead and successfully manage professionals in academic institutions.
- **Industrial experience** is considered as an added bonus.
- The candidate should have the ability to speak and write fluently in English.
- Candidate's **previous experience in the Middle East** in general **and GCC countries** in particular is also an added bonus.