



Administrative Unit > Duties and Responsibilities

Duties and Responsibility

The Administrative Unit is the backbone of the AAU. The Unit delivers a wide range of services to faculty, staff, and students alike. These include, but are not limited to:

- supervising student dormitories and transportation services;
- performing general maintenance for all AAU buildings and equipment;
- coordinating around the clock security services;
- renewing buildings' and vehicles' leases;
- processing purchase orders;
- running the photocopying centers;
- supervising distribution and equipping of offices;
- ensuring the cleanliness, and suitability of the environment on campus and in the surrounding areas;
- and, providing all other forms of logistic support to facilitate the smooth running of teaching, research, and Community Engagement activities.

[View Page](#)