

Structural unit	Teaching process managing service
Basic functions	<ul style="list-style-type: none"> a) Supporting the implementation of the latest teaching methods oriented on a student; ensuring issuance of diplomas/diploma duplicates and certificates; b) Supporting the integration of the teaching university in the international educational space/area; c) Supporting the working out of the fields development concepts; d) Supporting the implementation of the united educational programs with the cooperation to foreign and Georgian other universities; e) Organizational support of the mobility process of the students and the academic personnel; f) Ensuring implementation of the special programs for supporting the successful students; g) Organizing of open door day; h) Students' awareness concerning the issues of the teaching process; i) Monitoring of teaching process progress; j) Systemization of the information concerning the bodies enrolled in the educational program; k) Carrying out of other functions envisaged by the applicable law and legal acts of the managing bodies of the teaching university.
Additional requirements	Knowledge of English language is preferable