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Duties:

- Managing affairs related to reviewing, arranging, concluding, and following up the implementation of educational, research and scientific cooperation conventions
- Managing affairs related to visit program of international delegations to the university
- Managing affairs related to obtaining visa for the international delegations visiting the university
- Managing affairs related to the university's membership in the international academic associations
- Managing affairs related to obtaining permits for international conferences in the university
- Managing affairs related to compiling and edition of English brochures and catalogs presenting the university
- Participating in the related sessions and meetings inside and outside the university
- Preparing English news for the university and the office website
- Preparing English letters for the faculty members, students, international students, and alumni of the university