**Logo

Description automatically generatedAkamai University**

AU Headquarters, Durham, NC

3211 Gibson Road, Durham, NC 27703-4766

<http://akamai.university> /[1.919.724.9657](file:///C:\Users\maryj\Dropbox\%231%20A%20%202021\AU%20Transition%20Planning\1.919.724.9657)

OFFICE OF THE PRESIDENT

February 9, 2021, Updated February 27, 2021

**Transition Administration – Durham, NC**

Akamai University Headquarters, Durham, NC will have three administration units:

1. AU President - CEO
2. AU Academics - CAO
3. AU Administration – CMO

Duties

1. CEO - President – Oversees all aspects of AU operation, transition & finance
2. CAO - Academics – Establish academic standards, (practice, education, research) logistics, & data recording
   1. Curriculum, Research, Publications
   2. Transfer academic records 2002 – 2020 from Hawaii
      1. Graduates
      2. Current Students
      3. Alumni
   3. Oversee academic record keeping
      1. Faculty
      2. Students
      3. Councils
3. CMO - Office Management
   1. Branding
      1. Logo changes
      2. Signage
      3. Liason
   2. Diploma processing & publications
   3. Office Administration
      1. Headquarters staffing & supervision
      2. Grounds, building, computer interface
      3. Marketing, social media & library