**Akamai University**

AU Headquarters, Durham, NC

3211 Gibson Road, Durham, NC 27703-4766

 <http://akamai.university> /[1.919.724.9657](file:///C%3A%5CUsers%5Cmaryj%5CDropbox%5C%231%20A%20%202021%5CAU%20Transition%20Planning%5C1.919.724.9657)

 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