



Akamai University

AU Headquarters, Durham, NC

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OFFICE OF THE PRESIDENT

February 9, 2021

Transition Administration – Durham, NC

Akamai University Headquarters, Durham, NC will have three administrators:

1. AU President
2. AU Academics
3. AU Office Management

Duties

1. President – Oversees all aspects of AU transition & finance
2. Academics – Receive & set up computer academics
 - a. Computer management & logistics
 - b. Transfer academic records from Hawaii
 - i. Graduates
 - ii. Current Students / Alumni
 - iii. Affiliates
 - c. Oversee academic record keeping
 - i. Faculty
 - ii. Students / Alumni
 - iii. Colleges / Affiliates
3. Office Management
 - a. Branding
 - i. Logo guidelines & usage
 - ii. Signage
 - iii. Liason
 - b. Diploma processing & publications
 - c. Office
 - i. Headquarters staff
 - ii. Grounds & building
 - iii. Marketing, social media & library

AU President - Dr. MJ Bulbrook, BSN, RN, MEd EdD CEMP/S/I, HTCP

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