



**Ms. Cecilia Wangare Kamau**

*Clerk-Teaching and Quality Assurance dept.*

**Areas of Specialisation:** Business Administration

**Research Interest:** Office Management, Customer Care and Relations, International Relations.

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**Duties And Responsibilities:**

Preparing Tutorial timetables for both post and under graduate students.

Compiling unit allocation data to form catalogues, to be used in registration for different semesters.

Preparing payment schedules for lectures.

Ensuring the Digital School website stays up-to-date and that it represents the school appropriately.

Any other assigned duty.