

Human Resource Services at Qatar Organization Chart and Services

Laurence H. Potts, JR.

**Director of Human
Resource Services**

Nicole Parker
HR Program Coordinator

- Professional Development
- Dual Career Program
- Relocation Planning, Facilitate Arrangements for Visitors/Recruits
- Employee Support Programs (EAP) (SIDRA)
- Update TAMUQ HR Web Pages
- Develop HR Public Relations Material and Presentations

Hala AbdulJawad
Administrative Assistant

- Manage Immigration Processing
- Coordinate Travel/visa issues
- Manage Housing Assignments
- Track Embassy Registration
- Manage Assignment of Loaner Cars

Eman Al-Hadi
Administrative Assistant

- Classification/Employment
- Maintain HR Database, Crisis Management Plan
- Leave Accounting/Training
- Maintain Employee Files
- Support Employee Evaluation
- Tracking Deployment/ Re-deployment Allowance, EEO and Ethics Training
- Employee Offers and Offer Renewals