William V.S. Tubman University (TU) is Liberia’s second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Sciences; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University’s teaching, learning, research and community service mission, TU is seeking qualified candidates for the following positions:

**Position:** Associate Vice President for Academic Support Services  
**Duty station:** Harper, Maryland County  
**Required Qualification:** Terminal Degree  
**Commencement of Employment Period:** April 1, 2015  
**Closing Date for the Submission of Application:** Open Until Filled  
**Salary Range:** Commensurable Salary  
**Other Benefits:** Transportation Allowance, Housing, Relocation Allowance, Medical Insurance

**Position Requirements:**

The successful candidate shall possess a terminal degree, preferably in Education or related fields; must have extensive experience in educational administration and supervision (at least five years, preferably in higher education); must be schooled in pedagogy and a variety of educational and management programs; must be able to provide strong leadership in developing, implementing, and continually updating strategic plans for academic affairs and educational development; is expected to promote the highest of standards for scholarship, academic achievement, honesty and professional integrity; must be technology proficient with at least a working knowledge of Word, Excel, and Power Point and be able to conduct a variety of Internet services; and must have effective communication skills.

The preferred candidate shall serve as a senior administrator for the University and provide leadership in all areas of the Academic Support Services Unit including but not limited to providing oversight and direction for the University’s Admissions, Registration, Library, Student Development, and the Academic Computing Service. The successful candidate shall be a member of the President’s Council. The ideal candidate must provide copy(ies) of their degree(s) and/or transcript(s); and at least 3 references including names, titles and contacts (phone numbers and email addresses).
Position Description:

- Oversees academic standards; and academic and student support services;
- Interfaces with deans; interacts with the faculty on academic matters through collegiate committees and their respective departmental heads; maintains faculty advisory service and serves on committee; serves on committee for endowed Chairs and professorship; manages the identification and scheduling of elective courses; and coordinates retention efforts of the University;
- Serves on the Academic Standing Committee; assists the University’s curriculum degree development process;
- Develops and administers the budget for recruitment, admissions, instructional resources facilities, and supervises related support staff;
- Provides administrative support to Admissions committee;
- Performs other duties and responsibilities as required by supervisor; and provides oversight and direction for the following units

Admissions:

- Coordinates recruitment activities in conjunction with the Director of Admissions; develops recruitment strategies; ensures that relevant public relations recruitment activities are effectively and broadly conducted;
- Manages student enrolment; and that enrolment and academic program records are maintained;
- Collaborates with the Director of Admission to analyze demographic trends and determine recruitment needs; promotes diversity;
- Ensures the preparation of appropriate University/College publications; the dissemination, collection, and review of applications;
- Ensures the administration and coordination of all admissions policies and procedures;
- Ensures that admissions data are prepared and reliably summarized; and the maintenance of admissions records;

Registrar’s Office:

- Supervises maintenance of academic records for each student; completes graduation checklist; and coordinates review of requests for student transfers;
- Ensures that classes and mid-term and final exams are properly scheduled; ensures the preparation and production of student grade sheets; ensures the preparation of academic standing list of students; and ensures the maintenance of records of awards of award and scholarship and serves on committee;
**Student Development:**

- Provides oversight of placement exams; Access to College; and all learning activities including tutoring programs;

**Academic Computing Service:**

- Provides oversight of academic web portal ensuring that all units are functional and produces regular reports

The Position reports to the Vice President for Student Affairs
Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr; or The Human Resource Office
W.V.S. Tubman University Harper, Maryland County Monrovia Office: Congo Town Back Road (Joseph Tate’s Compound)