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 Science; 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 candidate for the position of:

**Position:** Director, Student Development and Learning Support Services  
**Duty Station:** Harper, Maryland County  
**Minimum Qualification:** M.Sc.  
**Commencement of Employment Period:** May 1, 2016  
**Closing Date for the Submission of Application:** April 27, 2016  
**Salary and Benefits:** Commensurable Salary, Optional Medical Insurance, and Group Transportation  

**Reports To:** Vice President, Division of Student Affairs

**Position Requirements:** The successful candidate shall earn at least a Master’s degree in Student Development or a related field, with minimum five (5) years of experience in managing student activities within a university setting.

The successful candidate shall possess excellent interpersonal and communication skills; must be able to demonstrate leadership and administrative skills and understand group dynamics and foster the development of creative programs that support students’ development. The candidate shall assist the Vice President for Student Affairs in ensuring that students’ development and support services are properly managed in line with the policies and procedures of the University.
**Position Description:**

- Design student development and learning support programs;
- Identify the arrangement for tutoring, progress review, academic feedback and learning support for students;
- Ensure effective communication with students; and ensure the awareness of the University’s learning support mechanisms;
- Arrange training and briefing events for University’s staff regarding tutoring, progress reviews, academic feedback;
- Oversee the induction process for new students and continuing students to ensure smooth transition to Higher Education;
- Champion the embedding of academic and personnel skills development within academic programmers;
- Ensure the communication channel between the academic curriculum structure and the student support mechanisms is effective;
- Establish effective mechanisms for quality student support programs;
- Work closely with the Chairs and Deans of the Colleges;
- Carry out other duties as assigned by your supervisor.

**The ideal candidate must submit the following materials:**

1. A letter addressing key areas of the position and how the candidate’s experience and expertise would benefit the University
2. CV
3. Copy of degree(s) and Certificate(s)
4. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: job@tubmanu.edu.lr;
Or The Human Resource Office W.V.S. Tubman University Harper, Maryland County