



William V. S. Tubman University

Tubman Town, Maryland County

MAILING: P. O. Box 3570 Harper, Maryland County, Republic Of Liberia, West Africa

Monrovia Office: 15th & Tubman Boulevard, Sinkor, Monrovia, Liberia

EMAIL: info@tubmanu.edu.lr WEBSITE: www.tubmanu.edu.lr

Job Vacancy Announcement

Job Title: Climate Lab Assistant

Status: Full-time

Reports To: Climate Lab Manager

Minimum Qualification/s: BSc

Place On: August 27, 2026

Closes: September 15, 2026

Background:

William V.S. Tubman University (TU) is a public and the only university in southeastern Liberia. TU offers degree programs in six colleges: Agriculture and Food Science, Education, Health Sciences, Business and Administration, Engineering and Technology, and Arts and Sciences. As part of an effort to strengthen the operational efficiency of the University, William V. S. Tubman University is seeking a qualified individual to fill the position of Climate Lab Assistant within the College of Arts and Sciences.

Position Summary:

The Climate Lab Assistant supports the daily operations of the Climate Lab and reports directly to the Lab Manager. Responsibilities include assisting with academic and research programs, maintaining lab equipment and resource inventories, supporting field and laboratory data collection, and helping execute operational tasks that advance the lab's research initiatives and overall mission.

Minimum Qualifications/Requirements:

The successful candidate shall possess a Bachelor's degree in Climate Science, Environmental Science, or a related discipline. Responsibilities include assisting with daily operations, supporting ongoing research projects, and maintaining laboratory equipment and inventory. The assistant shall help facilitate technical support for lab users, assist with data collection and entry, and support regular lab assessment activities to ensure efficient operational workflow. Helps maintain lab software and supports the adoption of new research technologies.

Duties and Responsibilities:

- Assist in conducting laboratory experiments, collecting samples, and processing climate data in accordance with established research protocols.
- Maintain, calibrate, and clean laboratory equipment, field instruments, and sensors to ensure accuracy and operational readiness.
- Manage laboratory inventory, tracking supplies, chemicals, and specialized tools, and assist with ordering replacements as needed.
- Organize and prepare data sets, entering environmental and climate measurements data into research databases for ongoing analysis.
- Maintain a clean, organized, and safe laboratory environment, strictly enforcing safety guidelines and proper disposal of hazardous materials.
- Support students, researchers, and faculty members with equipment set-up, technical troubleshooting, and daily laboratory procedures.
- Document daily operational logs, experimental procedures, and maintenance records to support institutional quality assurance.
- Assist in setting up and deploying field sampling equipment or remote monitoring stations as required by ongoing research projects.

Skills/Abilities

- Data Collection & Handling
- Technical & Equipment Operation.
- Software & Computer Literacy
- Attention to Detail
- Safety & Compliance Focus
- Problem-Solving & Adaptability
- Communication & Teamwork.
- Time Management

Please submit your resume, Copy of degree(s), professional certificates, and transcript with a cover letter outlining your interest to:

The Assistant Vice President for Human Resources and Compliance
William V. S. Tubman University
Harper City, Maryland County, Liberia
Email: jobs@tubmanu.edu.lr

Note: Please know that only shortlisted Candidates will be contacted