



William V. S. Tubman University

Tubman Town, Maryland County

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Job Vacancy Announcement

- **Position:** Adjunct Faculty
- **Status:** Part-time
- **Duty Station:** Harper, Maryland County
- **Minimum Qualification:** Master Degree
- **Date of Announcement:** August 5, 2025
- **Closing Date for the Submission of Application:** August 18, 2025
- **Job Duration:** September 1, 2025 to December 31, 2025

Background

William V.S. Tubman University (TU) is a public university 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 university's operational efficiency and learning goals. William V. S. Tubman University is seeking qualified individuals to teach the following courses: **Public Administration, Banking and Finance, Economics, Computer Science, French, History, Nursing and Midwifery, and Mathematics.**

Position Summary

Tubman University is looking for dedicated adjunct faculty with 4 years of experience teaching and specializing in undergraduate instruction. Proven track record of creating dynamic learning environments that encourage critical thinking and practical application of concepts. Experience in integrated technology and real-world applications into curriculum to enhance student engagement and comprehension and committed to student-centered education and continuous professional development.

The Successful candidate is expected to stay current with developments in their field of study, integrate innovative teaching methods, and support departmental goals through curriculum development and academic advising. Additional responsibilities may include participating in faculty meetings, collaborating on interdisciplinary initiatives, and contributing to institutional service and professional development

Minimum Qualifications/Requirements

The successful candidate shall possess a Master's Degree with a Minimum of four (4) years of successful relevant teaching/training experience. Ensure effective teaching of whole classes, groups, and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time. He/she shall facilitate training and professional development for faculty that enhances their ability to provide an engaging learning experience for students. He/she shall possess Effective presentation skills, both theoretical and practical. He/she shall submit evaluations of students' progress and provide feedback to ensure better learning outcomes. Submits student grades and assessment reports promptly.

Duties and Responsibilities:

- Conduct research;
- Develop and implement instructional plans per semester;
- Counsel and advise students;
- Advocate and promote the University's mission and vision;
- Develop excellent course syllabus materials; conduct other sessions as may be required;
- Maintain a reliable student attendance record system;
- Conduct reliable and timely evaluation of student performances;
- Work collegially with administrators and fellow Educators, and grow professionally;
- Create plans that are appropriate to the age and ability of the students to facilitate progression in students' holistic development;
- Assess, record, and report on the development, progress, and attainment of students;
- Manage the classroom and teaching equipment, to create a positive learning environment that makes effective use of available resources;

- Implement the school relational policy and our principles of Ready, Safe, and Respect;
- Participate in full staff and team meetings and contribute to school-decision;
- Serve on university committees where expertise needed ;
- Perform other tasks as may be assigned to you by your supervisor, the Dean, VPAA, or the President of the University.

Skills/Abilities

- Excellent verbal and written communication skills in English;
- Strong classroom management skills;
- Ability to create rapport with students to promote learning;
- Flexibility and adaptability to adjust teaching methods to meet the needs of different students;
- Passion for teaching and promoting language learning;

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.