



William V. S. Tubman University

Tubman Town, Maryland County

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External Vacancy Announcement

- **Position:** Biology Instructor (College of Arts & Sciences)
- **Status:** Full-time
- **Duty Station:** Harper, Maryland County
- **Minimum Qualification:** Terminal Degree
- **Date of Announcement:** June 19, 2025
- **Closing Date for the Submission of Application:** August 15, 2025
- **Commencement of Employment Period:** September 1, 2025
- **Salary and Benefits:** Commensurable salary, optional medical insurance, transportation Allowance, and housing.

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, William V. S. Tubman University is seeking a qualified individual to fill the position of Biology Instructor at the College of Arts and Sciences.

Position Summary

The position is a professional teaching role responsible for conducting research, experiments, and analysis of living organisms and ecosystems. This role involves developing and delivering engaging and effective instructional materials, assessing student performance, and fostering a supportive learning environment. Additionally, it teaches and guides students to apply biological principles to understand life processes, contribute to scientific knowledge, and support advancements in health, agriculture, the environment, and biotechnology.

The Successful candidate is expected to stay current with developments in the field of biology, 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:

- Teach a minimum of twelve credit hours;
- 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.