



William V. S. Tubman University

Tubman Town, Maryland County

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Job Vacancy Announcement

Location: Harper

Position: Business Administration & Management-Instructor

Status/hours: Full-time

Minimum Qualification/s: Ph.D.

Report to: Dean, College of Business and Administration

Place on July 9, 2026

Closes: July 30, 2026

Background:

William V.S. Tubman University (TU) is a public institution of higher education in Maryland County, Liberia. The university offers degree programs across six colleges: Agriculture and Food Science, Education, Health Sciences, Business and Administration, Engineering and Technology, and Arts and Sciences. In its ongoing commitment to excellence in teaching and learning, the university seeks a qualified individual to fill the position of Instructor, Business Administration & Management, within the College of Business and Administration.

Position Summary:

As a Business Administration and Management Instructor, you are expected to perform the duties set out in the formal Job Description; to fulfill responsibilities in accordance with the policies and procedures established by the College and outlined in the University policy; and to comply with the Liberian Labor Laws.

Minimum Qualifications:

- A PhD in Business Administration and Management is preferable for the teaching discipline;
- Satisfactory years of demonstrated teaching experience required;
- Official transcripts, degrees and other key documents will be required.

Duties and Responsibilities:

- Teach students in assigned classes in accordance with course descriptions and/or learning outcomes, the course syllabus, and institutional policies and procedures;
- Provide students with a syllabus that includes required institutional policies, course objectives, materials, and methods of evaluation;
- Provide a workload schedule showing teaching and office hours;
- Certify student attendance in classes by the established deadlines;
- Maintain accurate and complete course records;
- Submit final grades by the established deadlines;

- Communicate with and provide feedback to students in a timely fashion;
- Develop course curriculum and instructional materials (individually or collaboratively);
- Use knowledge of diverse communities and skill sets to diversify teaching methods and delivery of content in instruction;
- Provide effective instruction to facilitate student learning in all classes taught;
- Evaluate and assess student learning regularly in all classes taught;
- Participate in assessment activities at the college and university and assist students in achieving designated course objectives or learning outcomes;
- Use appropriate technologies to enhance classroom or online instruction and to achieve established course objectives or learning outcomes;
- Regularly evaluate teaching methods and use data to improve instructional strategies continually

Skills/Abilities and other responsibilities

- Leadership, problem-solving, and personal motivation;
- Analytical, interpersonal, and communication skills;
- Motivated, self-starter, and able to work independently;
- Strong Computer literacy skills, especially in Microsoft Office Suite;
- Ability to lead and promote team spirit and motivate others positively;
- Scholarly work/research-driven and publication.
- Maintain knowledge and competence in the appropriate academic discipline or workforce field;
- Maintain and uphold any required professional certification or licensure in the appropriate academic or technical discipline, where appropriate;
- Remain current with technological and pedagogical advances that promote continuous improvement of student learning
- Participate in a variety of professional development activities and in one's own performance review.

Submit your resume, a Copy of your 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.