



William V. S. Tubman University

Tubman Town, Maryland County

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Job Vacancy Announcement

Job Title: Director, Student Development & learning Support Services

Status: Full-time

Reports To: Asst. Vice President for Enrollment and Student Services

Minimum Qualification/s: Master's Degree.

Date of Announcement: October 13, 2025

Deadline: November 30, 2025

Background:

William V.S. Tubman University (TU) is a public 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 Director, Student Development and Learning Support Services.

Position Summary:

The Director serves as the head of the Department of Student Development and Learning Support Services, with responsibilities that include providing oversight of academic and administrative programs. These responsibilities encompass the development/implementation of strategic plans, promoting operational success, and evaluating results that support the university's goals and mission, with a focus on promoting student success.

Minimum Qualifications/Requirements:

The successful candidate shall possess a master's degree in education or a related field, with a minimum of five (5) years of successful and documented leadership experience in education. The successful candidate shall demonstrate success in developing and implementing student support programs and initiatives based on current research and theory. He/she shall assist in the planning and scheduling of New Student Orientation. He/she shall have the ability to analyze situations, manage data collection plans, and use data to inform decisions and improve services.

Duties and Responsibilities

- Develop a program of resources and events that centers around student learning through student development practices;
- Develop programs that enhance the professionalization status of the student;
- Assess and evaluate programs and provide data to support program changes and improvements;

- Develop programs that align with the Institution Learning Outcomes set forth by the university;
- Assist with retention efforts, which include meeting with students and contacting students for check-ins;
- Represent the needs of students by serving as a resource and advocate in areas within the student experience;
- Assist in the planning and scheduling of New Student Orientation;
- Organize, recruit, and coordinate Orientation Leaders to assist with all New Student Orientation activities;
- Directing the day-to-day operations of the student development and support office;
- Provide vision, leadership, and oversight for programs like student government, clubs, conduct, and student life;
- Supervise and evaluate staff, including providing guidance and professional development;
- Creating and evaluating programs that enhance student learning, professionalization, and success;
- Oversee the departmental budget, monitor costs, and approve expenditures;
- Analyzing student data to identify needs and develop improvement goals;
- Evaluating the ongoing implementation of programs and making necessary adjustments;
- Serve on university committees when called upon;
- Teach one course as community service, and
- Perform other duties as required by your supervisor.

Skills/Abilities

- Leadership skills, including the ability to initiate and manage projects in an academic organization;
- Strong background in student development and organizing training for students;
- Demonstrated experience with academic planning and program development.
- Strong organizational and analytical skills with a detail orientation;
- Conflict resolution
- Relationship building
- Diplomacy and negotiation skills
- Strong interpersonal and communication skills;
- Motivated, self-starter, and able to work independently;
- Problem-solving skills;
- Personal motivation;
- Customer service skills;
- Strong Computer literacy skills, especially in Microsoft Office Suite;

- Ability to lead and promote team spirit and motivate students;
- Scholarly work/research-driven and publication.

Please 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