



William V. S. Tubman University

Tubman Town, Maryland County

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Job Vacancy Announcement

Job Title: Office Assistant

Status: Full-time

Reports To: Director, Center for Diversity, Equity, and Inclusion (DEI)

Minimum Qualification/s: BSc/BPA.

Date of Announcement: July 7, 2026

Deadline: August 30, 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 Office Assistant.

Position Summary:

The **Office Assistant** provides operational, administrative, and logistical support to the Center of Diversity, Equity, and Inclusion (DEI). This role ensures smooth daily department operations, assists with organizing DEI programs, workshops, and events, and serves as a welcoming first point of contact for internal staff, community members, and external partners.

Qualifications/Experience:

- **Education:** Bsc/BPA
- **Experience:** 1–3 years of administrative or office support experience.

Duties and Responsibilities:

- Maintain the DEI Director's calendar, schedule internal/external meetings, and organize departmental travel arrangements.
- Draft, edit, and format general correspondence, meeting minutes, presentations, and reports using inclusive language and accessible document standards.
- Manage departmental filing systems (digital and physical), keeping records organized and confidential;

- Track inventory of DEI workshop materials, promotional collateral, and general office supplies;
- Provide logistical support for DEI workshops, training sessions, events, and meetings;
- Handle venue bookings, audio-visual (AV) setups, and accessibility accommodations;
- Coordinate registration, manage attendee lists, and distribute post-event surveys or feedback forms;
- Act as the primary point of contact for routine inquiries sent to the DEI department's email inbox and phone line;
- Provide administrative support to the director and administrative assistant;
- Assist in tracking the department's operational budget and spend metrics.

Skills/Abilities

- Fluent in office productivity suites (Microsoft Office Suit, Google Workspace), video conferencing software (Zoom, Teams), and basic survey tools;
- Basic understanding of DEI concepts, non-stigmatizing language, and accessible design principles.
- Clear written and verbal communication skills; ability to interact professionally with diverse populations.
- Strong task-prioritization skills, attention to detail, and ability to handle confidential information discreetly.
- High emotional intelligence, active listening, and empathy when working with diverse staff backgrounds.
- Problem-solving skills;
- Personal motivation;
- Customer service skills;
- Scholarly work/research-driven and publication;
- Adapt to circumstances instead of stressing over them.

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