



## Vacancy Announcement

Email: [jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr)

### Tubman University

Office of Human Resources  
Harper, Maryland County  
Republic of Liberia

William V.S. Tubman University (TU) is Liberia's second government-owned and operated university, and the only university in southeastern Liberia. TU offers degree programs in six colleges: agriculture and food science, arts and sciences, education, health sciences, management and administration, and engineering and technology. In advancing the University's teaching, learning, research and community service mission, TU is seeking qualified candidates for the following position:

**Position:** **Dean, College of Management**

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** PhD; DBA

**Commencement of Employment Period:** September 1, 2015

**Closing Date for the Submission of Application:** Open Until Filled

**Salary Range:** Commensurable Salary

**Other Benefits:** Transportation Allowance, Housing, Relocation Allowance, Medical Insurance

#### Position Requirements:

The successful candidate shall serve as academic administrator for the College of Management, and provide leadership in all areas of the College. The Dean works closely with the VPAA, and deans of the other colleges to foster interdisciplinary programming, and to enhance the reputation and viability of the College's programs. The Dean is responsible for setting priorities and policies for the College; and she/he shall work closely with faculty, staff and administrators to build and sustain an environment of academic excellence. The incumbent will possess at least a terminal degree in one of the disciplines of the College, minimum 3 years' experience as a dean or department chair; with the ability to effectively articulate a vision for the College. The incumbent should be able to demonstrate a record of excellence in teaching, scholarship and administration.

#### Position Description:

- Serves as academic and administrative head of the College;
- Provides leadership in all areas of the College;
- Works with the deans of other colleges to foster interdisciplinary programs;
- Works to enhance the reputation and viability of the College programs for students and the academic community;
- Provides oversight of program through Department Chairs within the College;

- Assists in the development of the College's budget, and manages it;
- Provides leadership in developing new programs; encouraging faculty participation in program development and new and existing programs with technology;
- Provides leadership in curriculum planning and development;
- Provides leadership in faculty and staff development; and personnel evaluation;
- Coordinates faculty load; monitors and maintains academic standards;
- Sets priorities and policies for the College;
- Works closely with faculty, staff and administrators to build and sustain an environment of academic excellence; and
- Performs other routine duties as assigned.

**This position reports to the Vice President for Academic Affairs**

**The ideal candidate must submit the following materials:**

- 1. A letter addressing key areas of the position and how the candidate's experience and expertise would benefit the University**
- 2. CV**
- 3. Copy of academic degrees and transcripts**
- 4. 3 references, including names, titles and contact numbers**

**Interested applicants should please submit their applications to: [jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr); or**

**The Human Resource Office**

**W.V.S. Tubman University**

**Harper, Maryland County**

**Monrovia Office: Congo Town Back Road (Joseph Tate's Compound)**