



External Vacancy Announcement

Email: 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; Education; Health Sciences; Management and Administration; Engineering and Technology; and Arts and Sciences. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidate for the following position:

Position: **Admission Assistant**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc. / BBA

Commencement of Employment Period: July 1, 2018

Closing Date for the Submission of Application: June 8, 2018

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: **Associate vice President for Records and Admissions**

Position Requirements: The successful candidate shall possess a Bachelor's degree in Administration, or a related field, with minimum three (3) years of experience in Administration. The successful candidate shall possess high experience and/or interest in contemporary Arts form across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Administration Division and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence.

Duties and Responsibilities

- Manager the office the Director of Admission,
- Track and maintain the office's budget and expenditures;
- Handle respective correspondence for the office;
- Manage the calendar of the Director, make updates and cancel appointments;
- Manager sensitive materials for the action of the Director;
- Take and prepare minutes and reports and other relevant documents for the signature of the Director;
- Maintain inventory, prepare requisition and ensure that office supplies are replenished;
- Maintain electronic and manual management information system for the office; and
- Perform all such duties as are routinely required by your supervisor.

Note: This job description is subject to revision as the need may arise.

The ideal candidates must submit the following materials:

1. A cover letter; addressing key areas of the position and how the candidate's experience and expertise would benefit the University;
2. CV;
3. Copy of degree(s), professional certificates, transcript; and
4. 3 references, including names, titles, and contact numbers

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr;
Or the Human Resource Office W.V.S.Tubman University Harper, Maryland county.

Note: Please know that only shortlisted Candidates will be contacted.