



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: **Alumni Affairs Officer**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc. / BBA

Commencement of Employment Period: July 1, 2018

Closing Date for the Submission of Application: Open until filled

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

Reports To: **Vice President for institutional Advancement**

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

- Communicate with an alumni community;
- Operate an alumni magazine/newsletter in consultation with the Vice President for the Division of institutional Advancement (IA);

- Provide content and carrying out editorial duties for the alumni publication;
- Organize reunions for alumni members; arranging networking events with other universities' alumni associations, nationally, and internationally;
- Encourage donations to support bursaries, research, and university development in consultation with the vice president for the Division of Institutional Advancement (IA) and /or other Divisions/ Departments;
- Promote the alumni community to current students;
- Develop strategic planning for the direction of the alumni officer;
- Deposit all cash/kind donations with the Department of Finance and Budget;
- Liaise with the Vice President for the Division of Institutional Advancement (IA), to approve alumni related issues intended for publication on the University's website;
- Arrange for discounts, benefits, and services for alumni members;
- Communicate with University Departments and local businesses to arrange benefits packages for alumni members;
- Attend national and international events for alumni communities with the consent and approval of the Vice President for the Division of Institutional Advancement (IA); and
- Perform other duties as may be assigned by your supervisor.

The idea 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.