



## Vacancy Announcement

# William V. S. Tubman University

Tubman Town, Maryland County

MAILING: P. O. Box 3570 Harper, Maryland County, Republic Of Liberia, West Africa

**Monrovia Office: 25<sup>th</sup> Street, Sinkor, Monrovia, Liberia**

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**DEPARTMENT OF HUMAN RESOURCES**

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 position of:

**Position: Associate Vice President for Student Affairs**

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** PhD

**Commencement of Employment Period:** October 1, 2017

**Closing Date for the Submission of Application:** Opened until filled

**Salary and Benefits:** Commensurable salary, optional medical insurance, and Housing

### Position Requirements:

The successful candidate shall possess a PhD in Education or related field, with ten years of progressively responsible administrative experience in higher education, preferably in student affairs/student development. The preferred candidate shall have the ability to project a strong positive image of the University through public speaking, personal interaction with legislators, parents, faculty, staff and students. He/she must have the ability to satisfactorily solve problems commonly found within the higher education environment. Proficiency in organizing and managing complex functions and the ability to gain the trust and confidence of students is required. A demonstrated commitment to promoting a diverse environment is also required. The success candidate shall demonstrate ability to develop and maintain a properly coordinated delivery of essential student services by organizing the various units and sub-units

in a logical, non-duplicative, and effective manner to best meet the work requirements of the division and the needs of the student body.

**Job Functions /Responsibilities:**

- Develop programs and policies for the following areas of the Division of Student Affairs
  1. Student Learning and Development
  2. Health and Counseling Services
  3. Athletics and Student Activities
  4. Career and Placement Services
  5. Residence Life and Food Services
  
- Assist in the development of resources for the Division of Student Affairs
- Assist in the development of policies and procedures of Tubman University
- Recruit staff for the Division of Student Affairs
- Participate in planning meetings and events for Tubman University
- Maintain Student life standards within the University
- Develop and apply University policies within the Student Affairs areas of the University
- Coordinate budget requests from the Student Affairs areas of the College
- Review and approve student life policies changes
- Review for recommendation to the President all new Student Affairs positions, replacements, promotions and tenure decisions
- Represent the University at various regional and national student affairs meetings
- Participate in specific university committee

**This position reports to the President of the University**

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, or transcript; and
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.