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:** Coordinator, Academic Computing Services  
**Duty Station:** Harper, Maryland County  
**Minimum Qualification:** BA/BS/BBA  
**Commencement of Employment Period:** May 1, 2016  
**Closing Date for the Submission of Application:** Open Until Filled  
**Salary and Benefits:** Commensurable Salary, Optional Medical Insurance, and Group Transportation

**Reports To:** Associate Vice President for Academic Support Services

**Position Requirements:** The successful candidate shall possess a Bachelor’s degree in Computer Science, Business Administration or a related field, with minimum 3 years of experience in Data Management. The successful candidate shall possess high level knowledge, skills and experience to meet the requirements of this position; and shall assist the Associate Vice President for Academic Support Services in ensuring that the University Management Information System is functional in keeping with best practices. The successful candidate must possess the skills necessary to effectively communicate with campus personnel, campus administrators and the general public. The incumbent shall possess knowledge of the appropriate computer skills (especially experience with Programming language such as JAVA, The C, C++, C#,PHP, Python, Ruby, JAVA Script, and SQL), with a commitment to quality and excellence.
Position Description:

- Provide technical oversight and coordinate the academic computing programs and services.
- Design and manage the academic portal for faculty and students;
- Provide resolutions to technical matters defined within the division;
- Take charge of advising and directing technical support specialists via written and oral assignments;
- Determine service request priorities. Receive and evaluate requests from various sources within the department;
- Supervise academic computing projects; and direct Local Area Network setup and administration;
- Advise technical staff in setting up a variety of network services on students work stations. Consult with students and faculty on current use of computer lab facilities;
- Coordinate ordering and maintaining inventory of computer lab supplies;
- Perform other duties as required by a Coordinator of Academic Computing Services and others that may be assigned by the Associate Vice President for Academic Support Services.

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 degree(s) and Certificate(s)
4. 3 references, including names, titles and contact numbers

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