



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 owned and operated by the Government of Liberia, is the only high tertiary institution of learning in southeastern Liberia. TU offers degree programs in six colleges: Agriculture & Food Science; Arts & Sciences; Education; Engineering & Technology; Health Sciences; and Management & Administration. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidates for the following position:

Title: Dean, College of Education

Status: Full Time

Report to: Vice President for Academic Affairs

Date: June 15, 2020

Position Requirements: The successful candidate shall possess a Doctorate degree in Education, or a related field, with minimum Five (5) years of experience in Teaching. 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.

Position Summary:

This position is the chief executive of the College and reports to the Assistant Vice President for Academic Affairs. Responsibilities include oversight of academic and administrative programs including development/implementation of strategic plans, allocation of resources (budgets, staff, and equipment), operational success and the evaluation of results that support goals and mission.

Education and Experience:

At least 5 years of experience in academic administration or any related setting to become familiar with academic programs, policies and regulations necessary to hold authority over the activities of an educational institution. Having a proven track record as a leader, teacher and public servant in a variety of settings is critical. An academic dean may need to have teaching experience, a Ph.D. or equivalent of five years' experience in student affairs from an accredited institution.

Required skills/Abilities:

The successful applicant must have very strong verbal and writing skills. In addition, the successful applicant must have experience of the following: (1) budget preparation, (2) developing and implementing goals, (3) managing resources, (4) strategic planning and (5) interdisciplinary scholarly skills.

Duties and Responsibilities:

- Serve as academic and administrative head of the college;
- Provide leadership in all areas of the College;
- Work with the deans of other colleges to foster interdisciplinary programs;
- Work to enhance the reputation and viability of the Colleges programs for students and the academic community;
- Provide oversight of programs through Department Chairs within the College;
- Assist in the development of the College's budget and manage it;
- Provide leadership in developing new programs; encourage faculty participation in program development in new and existing programs;
- Provide leadership in curriculum planning and development;
- Provide leadership in faculty and staff development and personnel evaluation;
- Coordinate faculty load; monitor and maintain academic standard;
- Set priorities and policies for the college as well recruit faculty
- Work closely with faculty, staff and administrators to build and sustain an environment of academic excellence;
- Perform other duties as required by the university through its administrators;

Please submit your resume, Copy of degree(s), professional certificates transcript with a cover letter outlining your interest to:

To the office of the Human Resources and Compliance
William V. S. Tubman University
25th Street, Sinkor, Monrovia, Liberia

OR

jobs@tubmanu.edu.lr; or the Human Resource office W.V.S. Tubman University, Harper, Maryland County.

Deadline: July 31, 2020

Note: Please know that only shortlisted Candidates will be contacted