



## External Vacancy Announcement

Email: [jobs@tubmanu.edu.lr](mailto: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, and is the only tertiary institution of learning in southeastern Liberia. Tubman University offers Undergraduate and graduate degree programs. There are six colleges in the Undergraduate school program. Namely: Agriculture & Food Sciences; Arts & Sciences; Education, Engineering & Technology; Health Sciences; and Management & Administration. The graduate program includes Educational Leadership, and Health Administration. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidates for the following positions:

**Title:** Dean, Tubman University Graduate School

**Status:** Full Time

**Report to:** Vice President for Academic Affairs

**Date:** October 10, 2020

**Position Requirements:** The successful candidate shall possess a Doctorate with minimum three (3) years of experience in teaching or service within a graduate school. The successful candidate shall possess high experience and/or interest in contemporary Arts from across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the academic and administration division and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skill (especially experience with Microsoft Office suite), with a commitment to quality and excellence.

### Position Summary:

- This is the position of the chief executive officer of the Tubman University Graduate School who report to the 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 the mission of Tubman University.

**Education and Experience:**

At least 3 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.

**Required skills/ Abilities:**

The successful applicant must have strong verbal and writing communication skills. In addition, the successful applicant must have experience in the following areas:

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 Tubman University Graduate School;
- Provide leadership in all areas of the Tubman University Graduate School;
- Work with the deans of other colleges to foster interdisciplinary Programs;
- Work to enhance the reputation and viability of the Tubman University Graduate SCHOOL;
- Provide oversight of every program, Department and academic committee within the Tubman University Graduate School;
- Assist in the development of the budget of the Tubman University Graduate School and manage it;
- Provide leadership in developing new programs;
- Encourage faculty member's participation in program development in new and existing programs in Tubman University Graduate School;
- Provide leadership in faculty and staff development and personnel evaluation in the Tubman University Graduate School;
- Coordinate faculty load; monitor and maintain academic standard;
- Set priorities and promote academic policies at the Tubman University Graduate School as well recruit faculty member to 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 supervisory administrators.

Please submit your resume, Copy of the degree(s), professional certificates, and transcript with a cover letter outlining your interest to: the Office of the Human Resources and Compliance, William V. S. Tubman University, 25<sup>th</sup> Street, Sinkor, Monrovia, Liberia

OR at

[jobs@tubmanu.edu.lr](mailto:jobs@tubmanu.edu.lr); or the Human Resource Office, William V.S. Tubman University, Harper, Maryland County, Liberia.

Deadline: December 31, 2020

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