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 Sciences; 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 candidates for the following positions:

Position: Director of Financial Aid
Duty Station: Harper, Maryland County
Minimum Qualification: MBA/MSc./MA
Commencement of Employment Period: August 1, 2016
Closing Date for the Submission of Application: Open Until Filled
Salary and Benefits: Commensurable Salary, Group Transportation when available, and Relocation Allowance and Medical Insurance

Reports To: Vice President, Division of Student Affairs

Position Requirements:
The candidate must have a Master’s Degree in Business Administration with emphasis in Accounting, and/or Finance with three years related experience in managing scholarship programs at university level; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the below duties. He/she must have a broad knowledge in financial aid programs and recordkeeping requirements. Knowledge of higher education processes, supervisory and personnel practices, communication techniques and computer software. General knowledge of accounting practices, data processing and computer applications. He/she must be able to communicate effectively, both written and verbal; and must be able to work independently to meet deadlines.
Position Description:

- Plan, organize and supervise the personnel and operational functions of the Financial Aid Office;
- Administer and supervise the implementation of all university scholarship and financial policies, office procedures and funding programs;
- Compile with all University rules and regulations, and acknowledge this compliance as part of an annual evaluation;
- Counsel students, faculty, parents and staff regarding financial aid programs;
- Compile and complete required reports and applications for international, national, and local funds and grants;
- Attend and assist with meetings and workshops on financial aids;
- Prepare and maintain operating budgets; and student-cost-of-attendance budgets;
  - Act as liaison between university students, parents, faculty and the community to ensure positive relations and encourage enrollment;
- Visit area high schools, community colleges, clubs and other organizations to present informational programs on behalf of the university;
- Disseminate financial information to staff, students, other university constituents, and community organizations;
- Ensure security, confidentiality, and safety of financial aid records, promissory notes, etc.;
- Supervise the development of publications, forms, and mailings; and
- Perform other related duties as assigned.

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. A cover letter
3. CV
4. Copy of degree or transcript
5. 3 references, including names, titles and contact numbers

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr; or The Human Resources Office
W.V.S. Tubman University Harper, Maryland County Monrovia Office: (25th Street, Sinkor; Adjacent Len Miller High School)