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 candidate for the position of:

**Position:** Director of Admissions  
**Duty Station:** Harper, Maryland County  
**Minimum Qualification:** MEd/MA.  
**Commencement of Employment Period:** August 1, 2016  
**Closing Date for the Submission of Application:** Opened Until Filled  
**Salary and Benefits:** Commensurable Salary, Medical Insurance  

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

**Position Requirements:** The successful candidate shall earn a Master’s degree in Educational Administration and Supervision; or a related field, with minimum 3 years of experience. He/she shall accomplish the admissions of student enrollment strategies by determining accountabilities; communicating and enforcing values, policies, and procedures; implementing recruitment, selection, orientation, training, coaching, counseling, disciplinary, and communication of potential/prospective students. Also the candidate shall possess high techniques in computer software manipulation; be able to communicate effectively, both written and verbal; and must be able to work independently to meet deadlines; with a commitment to quality and excellence.

**Position Description:**

- Direct the recruitment and selection of entering Students;  
- Chair the Admission Committee;  
- Foster an admission programs built on close relationship with prospective Students, secondary Schools and counselors;  
- Student Network of alumni, parents and friends of the University that could help in the recruitment of quality students;  
- Prepare travel schedules for marketing and open houses;
• Evaluate the potential Students to determine if they are good prospects for a particular College;
• Recruit Students to the University;
• Review applications for admission;
• Develops recruitment strategies to encourage the Students to apply and enroll in the University;
• Schedules information sessions on Campus and in target secondary Schools in different Counties;
• Works with Financial Aid office to help coordinate any loans, Scholarships, and fellowships which may be awarded to the Student; and
• Keep regular office hours, and perform other duties as required by your supervisor.

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)