



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 a qualified candidate for the position of:

Director for International Education (IE)

Duty Station: Harper, Maryland County Minimum

Qualification: MA in International Relations

Commencement of Employment Period: October 1, 2015

Closing Date for the Submission of Application: Open until filled

Salary and Benefits: Commensurable Salary, Medical Insurance

Position Requirements:

The successful candidate must have a MA in International Relations or related field with minimum five (5) years of experience in international student services and/or admissions. He/she must have the ability to establish and maintain effective working relationship with students, faculty, staff, and the public. He/she must have the ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed. He/she must have the ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities. The successful candidate is also expected to have the ability to communicate effectively (oral and written), possess problem-solving skills; have the ability to successfully perform multiple tasks with commitment to quality and excellence.

Position Description: The successful candidate shall:

- Serve as academic and administrative head of International Education (IE)
- Provide leadership in all areas of the colleges
- Work with other deans to foster interdisciplinary programs
- Work to enhance the reputation and viability of International Education programs for students and the academic community

- Assist in the development of IE's budget and manage it
- Provide leadership in developing new programs and encourage faculty participation in program development
- Develop and implement strategies to attract and retain students and faculty
- Provide leadership in curriculum planning and development
- Provide leadership in faculty and staff development and personnel evaluation
- Set priorities and policies for IE
- Work closely with faculty, staff and administration to build and sustain an environment of academic excellence
- Ensure that the curriculum remains current and is in compliance with accreditation standards.
- Identify and prepare grant funded proposal for international initiatives, including training programs for international clients and curriculum development activity
- Collaborate with representatives from foreign colleges, universities and organizations for special projects or programs as required
- Coordinate and facilitate articulation agreements with selected foreign colleges and universities
- Assist in the development of international education program curriculum
- Facilitate the development and integration of courses into the general curriculum of the University.

This position reports the Vice President for Academic Affairs

The ideal candidates must submit the following materials:

1. A cover 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), professional certificates, or transcript; and
4. 3 references, including names, titles, and contact numbers

Interested applicants should please submit their applications to: jobs@tubmanu.edu.lr;

Or the Human Resource Office W.V.S. Tubman University Harper, Maryland County