



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 and is the only tertiary institution of learning in southeastern Liberia. Tubman University offers Undergraduate and graduates 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, Hospital Administration Public Health, and Public Administration. In advancing the University's teaching, learning, research, and community service mission, TU is seeking qualified candidates for the following positions:

Title: Executive Assistant, Tubman University Graduate School

Status: Full Time

Report to: Dean, of Graduate School

Date: June 6, 2022

Position Requirements: The successful candidate shall possess a Bachelor's Degree with a minimum of three (3) years of experience in Public Administration or its related field. The successful candidate shall provide administrative support to the Dean of the Graduate School and coordinates the daily operations of the Office of the Dean, providing scaled support to the deans as required. The 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 the Microsoft Office suite), with a commitment to quality and excellence.

Job Summary

Provide administrative support for an individual, group of professionals, department, program, or other administrative functions. Perform a variety of administrative tasks including maintaining calendars, scheduling meetings and events, arranging travels, or handling incoming inquiries. Create agendas, flyers, or promotional materials. Update and maintain websites, databases, and mailing lists. Assist in preparing reports.

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:

- Budget preparation
- Developing and implementing goals
- Managing resources
- Strategic planning
- Interdisciplinary scholarly skills
- Ability to simultaneously handle multiple priorities.
- Demonstrated ability to maintain confidential information.
- Strong tact and diplomacy skills.

Working Conditions/Demands

This role requires the ability to effectively communicate and operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods of time moving around an office environment and the campus. The person in this role must be able to perform the essential functions with or without accommodation.

Duties and Responsibilities:

- Conserves executive's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, and travel.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects administrative operations by keeping information confidential.
- Prepares administrative information and reports by collecting, analyzing, and summarizing data and trends.
- Superior interpersonal skills and demonstrated ability to interact and communicate effectively with a diverse group of students, faculty, staff, and administrators in a professional manner. Must possess strong teamwork, collaboration and cooperation skills.
- Strong ability to recognize problems, identify potential solutions, implement the appropriate resolutions, and evaluate results and progress.
- Excellent ability to proofread own and others' work with proper formats for composing and editing documents using a thorough mastery of English grammar, punctuation, and spelling.
- Perform other duties as required by the Dean of the Graduate School.

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, 25th Street, Sinkor, Monrovia, Liberia

OR at

jobs@tubmanu.edu.lr; or the Human Resource Office, William V.S. Tubman University, Harper, Maryland County, Liberia.

Deadline: June 30, 2022

Note: Please know that only shortlisted candidates will be contacted



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Title: Special Assistant, Tubman University Graduate School

Status: Full Time

Report to: Executive Assistant of Graduate School

Date: June 6, 20

Position Requirements: The successful candidate shall possess a Bachelor's Degree in Public Administration with a minimum of three (3) years of experience in the related field. The Successful Candidate shall possess excellent oral and written communication skills, the ability to maintain confidentiality, and a willingness to set a professional and welcoming tone for all who interact with the Dean's office. The Candidate must also be thoroughly familiar with Microsoft Office applications, including word processing and basic spreadsheet applications. Knowledge of Publisher, Power Point, and The candidate a plus. Candidate shall possess high experience and/or interest in contemporary Arts from across the disciplines as well as interpersonal skills together with the ability to work collaboratively and courteously with colleagues throughout the academic and administration division and other constituents.

Job Summary

Provide administrative support for an individual, group of professionals, department, program or other administrative function. Perform a variety of administrative tasks including maintaining calendars, scheduling meetings and events, arranging travel or handling incoming inquiries. Create agendas, flyers, or promotional materials. Update and maintain websites, databases and mailing lists. Assist in preparing reports.

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:

- Administrative Skills.
- Communications Skills.
- Financial Skills.
- Technology Skills.
- Personal Mastery Skills.
- Budget preparation

Working Conditions/Demands

This role requires the ability to effectively communicate and to operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods of time moving around an office environment and the campus. The person in this role must be able to perform the essential functions with or without accommodation.

Duties and Responsibilities:

- Evaluates requests and allows or denies access to the executive;
- Provides extensive and effective management of the Dean Calendar and appointments ensuring a clear purpose and strategic use of the Dean time;
- Oversees and manages all aspects of event and meeting planning for the executive's office, including but not limited to budgeting, planning, vendor negotiations, contracts, executive preparation, and execution;
- Responsible for the preparation and dissemination of executive communications and presentations;
- Provides high-level advising on administrative matters to the Dean and other senior leadership, to include exercising strong judgment in scheduling and screening requests for meetings with the Dean and in handling day-to-day operational decisions while escalating as appropriate;
- Serves as a liaison between the Dean office and other departments within or outside the university;
- Performs other related duties as assigned.

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Title: Administrative Assistant, Tubman University Graduate School

Status: Full Time

Report to: Dean, College of Agriculture

Date: June 6, 2022

- **Position Requirements:** The successful candidate shall possess a Bachelor's Degree with minimum Two (2) years of experience in related field. Candidate must have knowledge in office management systems and procedures, working knowledge of office equipment, like printers and fax machines. The Successful Candidate should have excellent oral and written communication skills, the ability to maintain confidentiality, and a willingness to set a professional and welcoming tone for all who interact with the Dean of the College of Agriculture office. The Candidate must also be thoroughly familiar with Microsoft Office Suite applications, including Database Management, and basic spreadsheet applications. Candidate shall possess high experience and/or interest in contemporary Arts from across the disciplines as well as interpersonal skills together with the ability to work collaboratively and courteously with colleagues throughout the academic and administration division and other constituents.

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:

- Written communication Skills.
- Verbal communication.Technology Skills.
- Time management.
- Attention to detail
- Customer service.
- Prioritization and problem-solving

Duties and Responsibilities:

- Manage the office of the Dean Of Agriculture;
- Track and maintain college budget and expenditures;
- Handle respective correspondences for the College;
- Manager the calendar of the Dean; make updates and cancel appointments;
- Manager sensitive material for the action of the Dean;
- Take and prepare minutes and reports and other relevant documents for the signature of the Dean;
- Maintain electronic and manually managed information system for the Dean's office;
- Initiate and maintain a filing system for both incoming and outgoing letters;
- Ensure that the office of the Dean is equipped basic office supplies;
- Perform such other functions as may be assigned by the Dean's office;

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Title: Library Assistant

Status: Full Time

Report to: Acting Director

Date: June 6, 2022

Position Requirements: The successful candidate shall possess a Bachelor's degree in Library Science, Administration, or a related field, with a minimum of three (3) years of experience in Library activities. Monitoring users and the movement of books and materials and other General Library activities. The successful candidate shall possess high experience and/or interest in contemporary art forms across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Library department and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft office Suit), with a commitment to quality and excellence.

Required Skills

- Be highly organized
- Have good information technology skills
- Possess good communication skills
- Possess good customer service skills
- A keen interest in the benefits of reading
- The ability to work as part of a team

Position Description:

- Sort, stamp, catalog, arrange and shelf journals, magazines, newspapers, and other literary materials;
- Assist users navigate the internet; monitor users and the movement of books and materials;
- Monitor stock level; conduct inventory and make stock report;
- Place orders as may be required;
- Discriminate library information to various sectors of the University;
- Conduct other duties as may be required;

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Title: Special Assistant

Status: Full Time

Report to: Dean, Graduate School

Date: June 6, 2022

Position Requirements: The successful candidate shall possess a Bachelor's degree in Public Administration, Business Administration or a related field, with minimum two (2) years of experience in office activities. The candidate shall have thorough understanding of office management procedures. The successful candidate shall possess high experience and/or interest in contemporary art forms across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues within the Dean's office and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suit), with a commitment to quality and excellence.

Required Skills

- Verbal communication skills
- Technology skills.
- Client relations.
- Attention to detail
- Time management

Position Description:

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Monitor level of supplies and handle shortages
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform other duties when needed

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Title: Environment Health and Safety Assistant

Status: Full Time

Report to: Dean, College of Health Sciences

Date: June 6, 2022

Position Requirements: The successful candidate shall possess a Bachelor's degree in Environmental Health, or a related field, with minimum two (2) years of experience in office activities, the successful candidate shall analyze and interpret data necessary to resolve environmental health and safety-related issues. The candidate shall have a thorough understanding of office management procedures, Candidate shall possess high experience and/or interest in contemporary art forms across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Dean office and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft office Suit), with a commitment to quality and excellence.

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Required Skills

- Verbal communication skills
- Technology skills.
- Client relations.
- Attention to detail
- Time management

Position Description:

- Assist in the development of a campus-wide environmental health strategies;
- Assist in the identification of key areas on the campus for carrying out identified strategies for the environmental safety;
- Assist in developing and implementing a plan to correct or prevent environmental safety;
- Ensure that personnel working on the property are in compliance with TU environmental and health requirements;
- Maintain and update environmental health procedures and practices;
- Provide advice and assistance and to the College of Health Sciences to ensure the effective environmental best practices are carried out effectively.

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

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William V. S. Tubman University
Harper, Liberia
Vacancy Announcement

POSITION DESCRIPTION
Dean, College of Engineering & Technology

William V. S. Tubman University is the second of Liberia's two state-owned universities and is in the southeastern city of Harper in Maryland County. The University was transformed from a Technical College created in 1978 to a full fledged university in 2009. William V. S. Tubman University aspires to be a center of quality and excellence. Its mission is to provide quality educational experiences that transform the lives of individuals for worthy services. Since its creation in 2009, the university has graduated 1,116 students.

The University offers bachelor's degrees in 24 disciplines across six (6) colleges, including the College of Engineering and Technology. The College of Engineering and Technology (CET) aspires to provide a multidisciplinary experience that nurtures future engineers and technologists with appropriate and environmentally friendly technologies for Africa and the world. The college offers Bachelor of Science degrees in Electrical Engineering, Civil Engineering, Mechanical Engineering, Renewable Energy Engineering, Computer Science and Engineering, and Computer Networks and Security Engineering. Tubman University seeks qualified candidates for the position of Dean of the College of Engineering and Technology

Position Summary

The Dean of the College of Engineering & Technology provides leadership at the college. The Dean must be an experienced academic leader who has a record of accomplishment of working collaboratively and creatively with talented faculty in developing effective programs across a range of preparatory backgrounds, professional work experiences and personal life challenges.

The dean is the principal academic and administrative officer of the college, which includes being informed about patterns and initiatives in engineering and technology education nationally and internationally; overseeing recruitment, admission, academic progress, career and professional development, and award of degrees; developing and implementing curricular policy; overseeing assessment and benchmarking; working with department chairs to develop new programs. The Dean will have considerable expertise in the development, delivery, assessment, and supervision of online academic and professional programs and services and will lead the college programs to hybrid and 100% online delivery to attract new student audiences.

The Dean will be an effective external leader to build programmatic partnerships with governmental agencies, schools, associations, corporations, and donors. The Dean must be a strategic thinker who can work with faculty, students, partners, and Tubman University's leadership to develop new programs or enhance existing programs and delivery systems to keep pace with contemporary expectations for engineering and technology education and practice. Internally, the Dean must have a good understanding of academic organization and processes, able

to support and direct faculty and staff in academic advising, program assessment and accreditation activities, faculty recruiting and professional development.

Duties and responsibilities:

- Oversee the management of the College of Engineering & Technology, including personnel and financial matters. Effectively manage financial and human resources and seek external support for operations and scholarships.
- Lead the development of policy and curricula for degree and non-degree programs that will attract students and enhance the education of current students.
- Develop and implement effective initiatives aimed at enhancing diversity in the student community and develop robust opportunities to advance diversity, equity, and inclusive learning opportunities applicable to students in all programs.
- Ensure effectiveness in the recruitment, admission, and retention of students and innovation in program development and delivery by working collaboratively across campus with key groups and personnel.
- Ensure ever-changing and improved course delivery modalities (i.e., F2F, Hybrid, and Online) that support the university and degree and non-degree programs.
- Hire faculty for the college; oversee faculty evaluation and professional development in a manner consistent with Tubman University's standards.
- Oversee the accreditation process of new programs and ongoing assessment for existing offerings; ensure that each program is accredited by the National Commission on Higher Education as well as local and international accreditation and quality assurance bodies.
- Recognize the importance of professional programs in engineering and technology education and advance those programs in accordance with national and international trends and in consideration of the University's competitive advantage.
- Collaborate with the Vice President for Academic Affairs, academic department chairs, faculty committee, and others, on matters that affect the college.
- Actively lead the development, promotion, and implementation of the strategic plan of college, identifying trends in engineering and technology education, and work with stakeholders to realize plan goals.

Required Qualifications:

1. An earned Ph.D. or equivalent terminal degree in engineering (electrical, electronics, mechanical, civil, and energy, etc.) or a closely related discipline and qualifications for rank of Professor.
2. Minimum of seven (7) years of experience in academic administration at the professional level.
3. Demonstrated record of scholarly productivity that exhibits the importance of referred artifacts, funded research, and its relationship to engineering and technology education, practice, and innovation.
4. Demonstrated record of experience mentoring and supervising undergraduate and graduate students.
5. Demonstrated experience with contemporary tools and strategies relevant to enrollment management (i.e., administration, strategic planning, budget, etc.).

6. Demonstrated experience in academic leadership context that supports tertiary education (i.e., department chair, institute/center director, associate/assistant dean, etc.)
7. Demonstrated record of advancing diversity and social justice practices as core elements of higher education.
8. Demonstrated record of advancing global education.
9. Demonstrated ability to recruit, support, and retain a diversity of local and international students, staff, and faculty.
10. Demonstrated ability to work with a wide range of constituencies (i.e., deans, faculty, staff, graduate students, donors, government agencies, industries, and community leaders).
11. Demonstrated supervisory experience.

Desired Qualifications:

1. Ph.D. in Mechanical/Civil/Electrical/Structure or Mechatronics Engineering.
2. Demonstrated success securing competitive research funding and potential for success in fundraising and securing external support.
3. Demonstrated ability to apply contemporary technology toward advancing management of graduate programs and administrative processes.
4. Demonstrated ability to apply and communicate institutional policies, plans, objectives, rules, and regulations.

Application Instructions

Please submit the following to jobs@tubmanu.edu.lr by midnight (UTC) on June 30, 2022:

1. Cover letter
2. Curriculum Vitae
3. Statement of Research Interest (5 pages max.)
4. Statement of Diversity, Equity, and Inclusion
5. Copies of all earned degrees and transcripts

Special Conditions for Employment

1. The successful candidate would be required to submit Educational Credential Evaluation and Professional Work Experience Evaluation reports directly through the Educational Credential Evaluators (ECE).



William V. S. Tubman University
Harper, Liberia
Vacancy Announcement

POSITION DESCRIPTION
Dean, School of Graduate and Professional Studies

William V. S. Tubman University is the second of Liberia's two state-owned universities and is in the southeastern city of Harper in Maryland County. The University was transformed from a Technical College created in 1978 to a full fledged university in 2009. William V. S. Tubman University aspires to be a center of quality and excellence. Its mission is to provide quality educational experiences that transform the lives of individuals for worthy services. Since its creation in 2009, the university has graduated 1,116 students.

The University offers bachelor's degrees in 24 disciplines across six (6) colleges – College of Engineering & Technology, College of Agriculture & Food Sciences, Elizabeth Davis-Russell College of Education, College of Health Sciences, College of Business & Administration, and College of Arts and Sciences. It also runs a post-high school college preparatory program. Currently, it is mobilizing to launch, in January 2022, a School of Graduate and Professional Studies.

Position Summary

The Dean of the School of Graduate & Professional Studies provides leadership for graduate education at the University. The Dean must be an experienced academic leader who has a record of accomplishment and of working collaboratively and creatively with talented faculty in developing effective programs across a range of preparatory backgrounds, professional work experiences and personal life challenges.

The dean is the principal academic and administrative officer of the School of Graduate and Professional Studies, which includes being informed about patterns and initiatives in graduate education nationally and internationally; overseeing recruitment, admission, academic progress, career and professional development, and award of degrees at the graduate level; developing and implementing graduate curricular policy; overseeing graduate assessment and benchmarking; working with graduate coordinators and chairs to develop new programs. The Dean will have considerable expertise in the development, delivery, assessment, and supervision of online academic and professional programs and services and will lead the School of Graduate and Professional Studies programs to hybrid and 100% online delivery to attract new student audiences.

The Dean will be an effective external leader to build programmatic partnerships with governmental agencies, schools, associations, corporations, and donors. The Dean must be a strategic thinker who can work with faculty, students, partners, and Tubman University's leadership to develop new programs or enhance existing programs and delivery systems to keep pace with contemporary expectations for professional education. Internally, the Dean must have a good understanding of academic organization and processes, able to support and direct faculty and

staff in academic advising, program assessment and accreditation activities, faculty recruiting and professional development.

Duties and responsibilities:

- Oversee the management of the School of Graduate and Professional Studies, including personnel and financial matters. Effectively manage financial and human resources and seek external support for operations and graduate student funding.
- Lead the development of policy and curricula for graduate and certificate programs that will attract students and enhance the education of current students.
- Develop and implement effective initiatives aimed at enhancing diversity in the graduate student community and develop robust opportunities to advance diversity, equity, and inclusion learning opportunities applicable to students in all graduate programs.
- Ensure effectiveness in the recruitment, admission, and retention of graduate students and innovation in graduate program development and delivery by working collaboratively across campus with key groups and personnel.
- Ensure ever-changing and improved course delivery modalities (i.e., F2F, Hybrid, and Online) that support university and graduate certificates, masters, and doctoral degree programs.
- Hire faculty for the School of Graduate and Professional Studies; oversee faculty evaluation and professional development in a manner consistent with Tubman University's standards.
- Oversee the accreditation process of new graduate and certificate programs and ongoing assessment for existing graduate-level offerings; ensure that each graduate program is accredited by the National Commission on Higher Education as well as local and international accreditation and quality assurance bodies.
- Recognize the importance of professional programs in graduate education and advance those programs in accordance with national and international trends and in consideration of the University's competitive advantage.
- Collaborate with the Vice President for Academic Affairs, graduate program directors, academic department chairs, faculty committee, and others, on matters that affect the School of Graduate and Professional Studies.
- Actively lead the development, promotion, and implementation of the strategic plan of School of Graduate and Professional Studies, identifying trends in graduate studies and working with stakeholders to realize plan goals.

Required Qualifications:

1. An earned Ph.D. or equivalent terminal degree and qualifications for rank of Professor.
2. Minimum of seven (7) years of experience in academic administration at the professional level.
3. Demonstrated record of scholarly productivity that exhibits the importance of referred artifacts, funded research, and its relationship to graduate studies.
4. Demonstrated record of experience mentoring and supervising graduate students at the master's and doctoral levels.

5. Demonstrated experience with contemporary tools and strategies relevant to graduate enrollment management (i.e., administration, strategic planning, budget, etc.).
6. Demonstrated experience in academic leadership context that supports graduate education (i.e., department chair, institute/center director, associate/assistant dean, etc.)
7. Demonstrated record of advancing diversity and social justice practices as core elements of higher education.
8. Demonstrated record of advancing global education.
9. Demonstrated ability to recruit, support, and retain a diversity of local and international students, staff, and faculty.
10. Demonstrated ability to work with a wide range of constituencies (i.e., deans, faculty, staff, graduate students, donors, government agencies, industries, and community leaders).
11. Demonstrated supervisory experience.

Desired Qualifications:

1. Demonstrated success securing competitive research funding and potential for success in fundraising and securing external support.
2. Demonstrated ability to apply contemporary technology toward advancing management of graduate programs and administrative processes.
3. Demonstrated ability to apply and communicate institutional policies, plans, objectives, rules, and regulations.

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4. Statement of Diversity, Equity, and Inclusion
5. Copies of all earned degrees and transcripts

Special Conditions for Employment

1. The successful candidate shall submit evaluation reports of their educational credentials and professional work experience directly from the Educational Credential Evaluators (ECE).