



## 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 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: Female Residence Hall Manager

Duty Station: Harper, Maryland County Minimum

Qualification: BA/BS

Commencement of Employment Period: March 1, 2017

Closing Date for the Submission of Application: February 24, 2017

Salary and Benefits: Commensurable Salary, Medical Insurance

Reports To: Vice President for Student Affairs

### Position Requirements:

The successful candidate shall possess a Bachelor's degree in Sociology, Management, or a related field in any of the social sciences, with minimum 3 years of experience in Residence Hall Management with special emphasis in providing counselling services and team leadership. The successful candidate shall possess high level knowledge, skills and experience to meet the requirements of this position; and shall work closely with the Vice President for Student Affairs in ensuring that the University residence hall practices are in compliance with Tubman University Policies and the Student Handbook. The successful candidate must possess the skills necessary to effectively communicate with campus personnel, campus administrators and the general public. The incumbent shall possess knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite and excel), with a commitment to quality and excellence.

### Position Description:

- Enforces all residence hall policies, rules, and guidelines as established by the University;
- Maintains a clean and safe living environment for students;
- Assists in recruiting students for housing and assign students to rooms;
- Inspects and maintains living areas; and reports maintenance issues to the Buildings and Grounds Department;
- Addresses emergency situations promptly and appropriately;
- Provides crisis interventions;
- Holds meetings to periodically communicate campus information and to assess the needs of residents;
- Determines damage to facilities when appropriate;
- Completes all necessary documents relative to the student housing function;
- Supervises Residence Assistants, and other staff of the dormitory.

**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](mailto:jobs@tubmanu.edu.lr);**

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