



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 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 fledge 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 Science, 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.

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 Science; Education; Health Sciences; Business 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 below listed position:

Title: Registration Assistant

Status: Full Time

Report to: Registrar

Minimum Qualification: B.Sc. / BBA

Date: June 11, 2021

Position Requirements:

The successful candidate is primarily responsible for processing transcript requests and for general office duties, including answering the phone and student questions. The Registration Assistants assist the Registrar with all aspects of Registration; provide enrollment verifications for students, assists with file shifts, and files. The successful candidate shall possess a Bachelor's degree in Administration, or a related field, with minimum two (2) years of experience in Registration activities. Candidate shall be a dedicated team player who works well under pressure and with minimum supervision. 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 Procurement division 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.

Duties and Responsibilities:

- Provide leadership to plan, organization and manage all activities related to all student records at the University;
- Organize and administer student records, registration and graduation functions, including transcript evaluation;
- Oversee all registration and enrollment services provided to the students;
- Monitor end-of –term grade processing/grade report;
- Process grade changes; public semester course offerings; public final examination schedules;
- Process and generate transcript of records;
- Maintain integrity of academic records;
- Coordinate with deans and ensure that all course that all course work and credit requirements have been met;
- Supervise the coordination, evaluation and certification of all graduation applications, while overseeing the complete graduation process;
- Take charge of diplomas; provide class rosters to faculty members;
- Prepare and submit reports to the Registrar;
- Attend all university academic honor programs as may directed by the Registrar and /or the Associate Vice President for Admissions, Records and Registration;
- Perform all such duties as may be required by your supervisor from time to time.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.

Please submit your resume, Copy of degree(s), professional certificates transcript with a cover letter outlining your interest to: the office of the Human Resources and Compliance William V. S. Tubman University Harper City Maryland County Liberia.

jobs@tubmanu.edu.lr; or the Human Resource office/ W.V.S. Tubman University, Harper, Maryland County.

Note: Please know that only shortlisted Candidates will be contacted

Deadline: June 20, 2021