



## 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 Science; 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:** **Associate Vice President for Records and Admissions**

**Duty Station:** Harper, Maryland County

**Minimum Qualification:** MA, Ph.D. is an advantage.

**Commencement of Employment Period:** July 1, 2018

**Closing Date for the Submission of Application:** June 25, 2018

**Salary and Benefits:** Commensurable salary, optional medical insurance, and Housing Allowance

**Position Requirements:**

The successful candidate shall possess a Master in Education or related field, with ten years of progressively responsible administrative experience in higher education, preferably Overseeing the affairs of Student registration, grade reporting and recording degree audit process;

The preferred candidate shall have the ability to project a strong positive image of the University through public speaking, personal interaction with legislators, parents, faculty, staff and students. He/she must have the ability to satisfactorily solve problems commonly found within the higher education environment.

Proficiency in organizing and managing complex functions and the ability to gain the trust and confidence of students is required. A demonstrated commitment to promoting a diverse environment is also required. The success candidate shall demonstrate ability to develop and maintain a properly coordinated delivery of essential student services by organizing the various units and sub-units in a logical, non-duplicative, and effective manner to best meet the work requirements of the division and the needs of the student body.

**Job Functions /Responsibilities:**

### **Assoc. Vice President for Records and Admissions**

- Supervise all employees working in the office of the Registrar and Admission;
- Oversee the affairs of Student registration, grade reporting and recording degree audit process;
- Protect Transcripts, registration and maintenance the integrity of the academic records;
- Provide Certification of students enrollment and earned degrees, development of academic calendar;
- Liaise with the Director for Admission to create exam schedules, management of the printed and online university Bulletins.
- Enhance existing system support and direction of new system for efficient management of the registration process and system;
- Collaborate with IT to provide support for online grade system;
- Develop system for effectiveness and efficiency in operation of students data management system;
- Back up records plan, emergency evacuation plan for campus;
- Know your campus map, students organizations and special events, faculty, enrollment and course data management;
- Plan, organize, direct and coordinate all activities relating to students admission and student records;
- Collect grades from all faculty members for students registered in classes before clearances are approved;
- Set up and maintain a system of permanent and up to date record for all students registered at the university;
- Upon request, issue transcripts of records for students to other institutions of higher education and other approved requests;
- Ensure that arrangements are made for the entrance examinations semi-annually and plan other recruitment activities for the university;
- Establish a system for answering inquires for general information on university including admission procedures, courses and programs offered and ensure that application forms are distributed;
- Represent the university at meetings relating to admission and registration activities sponsor by the Ministry of Education and other national and international organizations/ agencies;
- Serve on academic standing, curriculum and Admissions committees and any other committee deemed appropriate by the Vice President of Academic Affairs;

**Note: This job description is subject to revision as the need may arise.**

### **This position reports to 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](mailto:jobs@tubmanu.edu.lr);

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