



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 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 following position:

Position: **Alumni Affairs Aide**

Duty Station: Harper, Maryland County

Minimum Qualification: B.Sc. / BBA

Commencement of Employment Period: June 1, 2018

Closing Date for the Submission of Application: May 18, 2018

Salary and Benefits: Commensurable salary, optional medical insurance, and group transportation

Reports To: **Alumni Affairs Officer**

Position Requirements: The successful candidate shall possess a Bachelor's degree in Administration, or a related field, with minimum three (3) years of experience in Administration. The successful candidate shall possess high experience and/or interest in contemporary Arts form across the disciplines as well as excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Administration Division and other constituents. The incumbent shall possess strong knowledge of the appropriate computer skills (especially experience with Microsoft Office Suite), with a commitment to quality and excellence.

- Prepare and share content with your supervisor that are to be emailed to the Director of Media and Public Relations for publication on the Alumni's Web page;
- Maintain alumni records; monitor and track volunteers; work with database; and perform data entry for program and event Registration;
- Organize; create file, folders; monitor event timelines; oversee national or regional event registration; run report and mailing labels in consultation with your supervisor;
- Provide clerical support to the Alumni Affairs Officer including services such as arranging appointments/travel, sorting and distributing mail and divisional email, and other mailings, ordering officer supplies and promotional items;
- In consultation with your supervisor, act as staff liaison for certain reunion classes at Alumni Weekend and Homecoming; oversee registration process for both events; track and help coordinate Student Alumni Association activities;
- Write and share with your supervisor bi-monthly articles for the Alumni affairs' Office to be incorporated into the TU-Times newsmagazine; proofread materials; and communicate with alumni, friends, Students, Alumni Association members and the campus community regarding alumni events and volunteer activities; in consultation with your supervisor;
- Provide routine information to guests and visitors; complete and collect forms, applications, work orders, requisitions, reports, etc.; and
- Perform related duties as assigned by your supervisor and/or Division's Vice President.