



HUMAN RESOURCE DEPARTMENT UNIVERSITY OF LIBERIA MONROVIA, LIBERIA WEST AFRICA

Office of the Assoc. Vice President

FY-2018-00103-ASVP-HRD-UL

The University of Liberia is seeking applications to fill the vacancy of Chairperson Mass Communication Department, Liberia College.

Place of Assignment ; Liberia College, Fendall Campus, University of Liberia

Employment Type ; Full Time

Application Deadline : August 10, 2018

Application can be addressed to;

Ms. Garmai M. Wilson
garmainwilson@gmail.com
Association Vice President
Human Resource Department
Fendall Campus
University of Liberia

Qualification

Possession of a master's degree in Mass Communication or a related field PhD is an added advantage.

Four years of working experience in the field of Academics.

Knowledge and Skills

- Speak clearly and concisely
- Be sensitive to the feeling of members
- Be impartial and objective
- Be approachable
- Have knowledge of the Institution key network
- Be a good strategist
- Be a strong networker
- Be a good networker
- Be a good team leader
- Have experience of management committee involvement
- Show interest in members view points
- Have sound knowledge of Departmental/institutional work

Term of Reference for the post of Chairman for the post Mass Communication department

1. Supervise and coordinate department activities such as department and faculty research projects, workshops and seminars among others;
2. Reviewing periodically, in consultation with faculty, curriculum of the department including course offering, evaluation of instructional staff, test books, research and advisement;
3. Representing the department at Faculty Senate and College meetings;
4. Preparing agenda for regular department meetings as well as calling and chairing such meeting;
5. Supervising the registration of student in the department and those from other departments;
6. Serving as liaison between the Faculty Senate the Faculty and Students in communicating interpreting and implementing Faculty Senate's decision and general University-wide rules and regulations at the department level;
7. Preparing, in collaboration with the Faculty, and in consultation with the Dean, Student advisement lists, course offering, major/minor requirements

and other pertinent information required for inclusion in the University catalog departmental course schedules and annual report summarizing department activities and achievements;

8. Maintain regular office hours;
9. Ensuring that Faculty prepare course outlines before resumption of classes and submit copies to the Dean as well as the timely reporting of semester grades to the office of Enrollment Management;
10. Identifying competent Faculty and needs of the department and making timely recommendation to the Dean for consideration.
11. Performing all other duties that may be assigned to you by the Dean of the College, the Vice President for Academic Affairs and/or the President of the University of Liberia.