



**AME UNIVERSITY**  
*Pursuit of Excellence*

**Department Human Resources**  
African Methodist Episcopal University

### **Job Vacancy Announcement**

The African Methodist Episcopal University in fostering its mission is looking for an innovative, vibrant, and progressive “**Planning and Research Assistant to the President**” with the vision, to work with the President in leading the institution as it continues to accelerate in becoming a premier tertiary institution in Liberia.

AME University is a faith-based institution located in Monrovia, Liberia. Founded in 1995, the University has grown progressively over the years, currently with more than 4,000 students enrolled in 16 academic degree-granting programs across 4 colleges within our undergraduate programs and 5 academic programs in our graduate school.

**Class / Title: Planning & Research Assistant to the President.**

Division: President’s Office

Reports To: Chief of Office Staff- President Office

Benefits: Commensurate with experience

Closing Date: February 22, 2021

#### **How to Apply:**

Submit CV, Cover Letter, and other Credentials to [jobs@ame.edu.lr](mailto:jobs@ame.edu.lr)

#### **Position Requirements:**

The Planning and Research Assistant serves as a strategic planner and research assistant to the office of the president. He/she shall provide support for strategic planning and analysis, including preparation of the strategic plan document to the university management. The planning and research assistant shall research, compile and prepare various data for reports and analysis that would aid decision-making. The successful candidate will be responsible to review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected.

The assistant shall support the office of the President on future-focused and high-priority initiatives and handles assigned projects as necessary. The successful candidate shall be proficient in planning and researching programs, with demonstrated knowledge and skills in academic program leadership.

#### **Qualification:**

A bachelor's degree holder. However, a Master's degree will be an added advantage in the Business-office field.

At least 3 years experience of working as a Research Assistant, Administrator, or office manager is an advantage.

Computer proficiency including the use of MS office and advanced Computer skills.

He/she should be able to coordinate activities, analyze and evaluate scientific data gathered during research. Ensure compliance with protocol and overall tasks and responsibilities assigned.



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**Additional Qualifications:**

- Excellent computer skills, especially with the use of Microsoft Office Suite, with analytical skills in the data processing.
- Working knowledge of planning and execution of commencement programs;
- Excellent communication and presentation skills, both oral and written;
- Strong project management and organization skills, with the ability to multi-task such as SPSS and STRATA, etc.