



Vacancies Announcement
AME University
34 Camp Johnson Road
Monrovia, Liberia
jobs@ame.edu.lr

AME University is a small faith based institution located in Monrovia, Liberia. Founded in 1995, the University has grown steadily for 22 years, currently with more than 3,800 students enrolled in 19 academic programs across 4 colleges. In fostering its mission, the University is seeking a highly experienced, vibrant and progressive “Assistant to the University Registrar for Graduate School. Administrative Assistant and Data Entry Clerk for Records ” with a cutting-edge academic vision, to work with the Dean of Admission, Records and Registration in leading the University as it continues to accelerate progress in becoming a premier tertiary institution in Liberia.

Class / Title: Assistant to the University Registrar for Graduate School
Division: Academic Support Services
Reports To: Dean of Admission, Records and Registration
Benefits: Commensurate with position and experience
Closing Date: September 30, 2017
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Description:

Reporting to the Dean of Admissions, Records & Registration; the Assistant to the University Registrar for Graduate School is responsible for assisting the University Registrar in all functions and services related to student registration. Working closely with the Dean, the Assistant University Registrar for Graduate School is part of the University team responsible for ensuring that enrollment goals are met, consistent with the University priorities.

Required Minimum Qualification:

The incumbent must have a Master's degree and five (5) years of demonstrated experience in college and University administration, including three years of experience working with student records; Demonstrated commitment to the principles of equity and diversity, and proven ability to deal effectively with a diverse population.
The incumbent must have computer skills and working knowledge of all Microsoft office applications.

Class / Title: Administrative Assistant
Division: Academic Support Services
Reports To: Dean of Admission, Records and Registration
Benefits: Commensurate with position and experience
Closing Date: September 30, 2017
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Description:

The Administrative Assistant shall report to the Dean of Admissions, Records, and Registration and shall be responsible to perform secretarial services, assist the Dean in directing the affairs of the office.

Required Minimum Qualification:

The incumbent must have a Bachelor's degree in any Business related discipline or its equivalent from a recognized University.
Possess communication, Leadership, Analytical, and Problem solving skills.

Computer proficiency, including use of Microsoft Word, Excel, PowerPoint, and other decision support tools; excellent typing skill.
Demonstrated commitment to the principles of equity and diversity, and proven ability to deal effectively with a diverse population.

Class / Title: Data Entry Clerk for Records
Division: Academic Support Services
Reports To: Dean of Admission, Records and Registration
Benefits: Commensurate with position and experience
Closing Date: September 30, 2017
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Description:

The Data Entry Officer shall perform highly specialized clerical work in the admission and registration process.

Required Minimum Qualification:

The incumbent must have a Bachelor's degree in any Business related discipline or its equivalent from a recognized University.

One to three years of work experience in Admissions/Administration, or equivalent, with demonstrated strength in customer service.

The incumbent must have computer skills and working knowledge of all Microsoft office applications.