



AME UNIVERSITY

Pursuit of Excellence

Vacancy Announcement

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 23 years, currently with more than 4,500 students enrolled in 19 academic programs across 5 colleges. In fostering its mission, the University is seeking a highly experienced, vibrant and progressive “Coordinator - the Bachelor of Social Work” with a cutting-edge academic vision, to work with the Dean in leading the institution as it continues to accelerate progress in becoming a premier tertiary institution in Liberia.

Class / Title: **Coordinator, Bachelor of Social Work**
Division: Academic Affairs
Reports To: The Dean of Liberal Arts College
Benefits: Commensurate with position and experience
Closing Date: January 21, 2018
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Requirements:

The Coordinator – Bachelor of Social Work is a member of the management team in the Liberal Arts College, an academic officer who meets regularly with the Dean to co-ordinate the management of the program. The Coordinator shall maintain active membership in a number of related professional organizations and build strong relationships and partnerships with local and regional institutions. In furtherance, he or she shall provide leadership and directions to the Bachelor of Social Work Program by planning and delivering excellent academic programs.

The Coordinator must have earned terminal’s Degree (preferred) or Master’s degree in Social Work from an accredited institution; with an established record of teaching, research and service that qualifies the candidate for a Coordinator appointment. The successful candidate must have minimum two years’ administrative experience working in an academic setting. The Coordinator should

have the ability to provide visionary and strategic leadership for the educational missions of the Bachelor of Social Work Program; and be able to promote high standards of academic achievement, honesty and professional integrity among faculty and students. He or she must be proficient with the use of Microsoft Office Suite; be able to conduct workshops and training for faculty, well versed in use of the Internet; and have effective written and oral communication skills.

Position Description:

I. Academic Planning

- Responsible for the annual academic plan (as part of the Bachelor of Social Work strategic planning process)
- Timetabling (creating and managing the Bachelor of Social Work academic schedule)
- Allocation of faculty and staff
- Student course selection
- Academic deadlines
- Scheduling of faculty meeting;
- Co – chair meetings of the Bachelor of Social Work Academic Committee;
- Liaise with the IT staff on educational matters;
- Responsible for the Bachelor of Social Work calendar to ensure a balance between academic deadlines, co-curricular and residential activities.

II. Evaluation of the Bachelor of Social Work Program

- Student counseling;
- Follow up on student performance (both in terms of final attainment and attendance)
- Grades and reports, student records;
- Support to students with special educational needs
- Responsible for recruitment, supervision & evaluation and setting of professional development targets for faculty and any other potential position in the academic area in consultation with the Department of Human Resources
- Preparation of reports for the Dean of Liberal Arts College on academic matters.

III. Examination Administration and Coursework Assessment

- Schedule and seating plans for all internal examinations;
- Provide assistance by facilitating admission.

IV. Academic Resources

- The Coordinator is responsible for the management of all academic spending (planning and implementation of the budget).

Additional Qualifications:

- Excellent computer skills in Microsoft Office suite and the internet
- Excellent communications and presentation skills (oral and written)
- Proven knowledge of the ability to build partnerships.
- Plan and exercise control over time for effectiveness, efficiency and/or increased productivity.
- Ability to collect and identify best alternative(s) for the Department.
- Knowledgeable of decision-making to lead the Department.
- Ability to delegate and inspire faculty in the Department.