



**AME UNIVERSITY**  
*Pursuit of Excellence*

Vacancy Announcement  
AME University  
34 Camp Johnson Road  
Monrovia, Liberia  
[jobs@ame.edu.lr](mailto: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 nearly 22 years, currently with more than 4,500 students enrolled in 12 academic programs across five colleges. In fostering its mission, the University is seeking highly experienced and vibrant candidates for this position.

Job Title : **Chairperson, Department of Economics**  
Division : Academic Affairs  
Report to : Dean of College of Business and Public Administration  
Benefits : Commensurate with position and experience  
Closing Date : April 20, 2018  
How to Apply: Submit CV, Cover Letter and Credentials to: [jobs@ame.edu.lr](mailto:jobs@ame.edu.lr)

**Position Description:**

The Chairperson serves as the chief academic officer of the department, a member of the Faculty Senate,. The Chairperson provides leadership and directions to the department, and responsible for the planning and delivery of highly relevant and excellent instructional and academic programs, and for the development of relationships with other departments in the College

**Required Minimum Qualification:**

The Chairperson shall have earned a Master Degree or above in Economics with 3 years demonstrated progressively responsible experience in an administrative and academic position at a college or university; and 5 years of college or university teaching experience. The successful candidate shall be proficient in planning and developing curricula, with demonstrated knowledge and skills in academic programs leadership.

**Position Responsibilities:**

- Serve as academic and administrative head of the department.
- Work with the Dean to foster interdisciplinary programming.
- Works to enhance the viability of the department program to the academic community.
- Provides leadership role for curriculum review and develop through other instructors.

- Provide leadership in developing new programs; encouraging faculty participation in the development of new and existing programs with technology.
- Set priorities and policies for the departments.
- Serves as head academic and administrative officer for the department.
- Provides leadership in curriculum planning and development, faculty and staff development, and annual faculty evaluation;
- Sets priorities and drafts policies for the department.
- Maintains academic high standards, and sets directions for academic excellence.
- Develops and applies University policies within Academic Affairs.
- Coordinates and reviews budget requests from instructors.
- Recommends all new academic appointments, replacements, promotions, tenure decisions, or continuing appointments to the Dean in his/her department.
- Maintains and enforces the University's academic honesty policy;
- Serves on committees; and undertakes special projects as assigned by the Dean
- Perform other duties and responsibilities as required by the Dean and the Vice President for Academic Affairs

**Additional Qualifications:**

- Excellent computer skills, especially with the use of Microsoft Office suite, and the internet
- Budget management skills, with proven ability to plan and manage division budget;
- Working knowledge of planning and execution of commencement programs;
- Excellent communication and presentation skills, both oral and written;
- Proven knowledge of fundraising and the ability to build partnerships