

AME University

Vacancy Announcement

Position Title: **Dean, College of Education**

Division: Academic Affairs

Reports To: Vice President for Academic Affairs

Closing Date: November 16, 2018

Submit To: jobs@ame.edu.lr or Drop off CV and Cover letter to Attn: DEAN, COE
Human Resources Office, 34 Camp Johnson Road. Monrovia, Liberia

Position Requirements:

The Dean is the chief administrative and academic officer of the College and reports directly to the Vice President for Academic Affairs. The Dean must have an earned Doctorate (PhD, EdD) in a related discipline, education leadership or administration from an accredited institution; with an established record of teaching, research and service that qualifies the candidate for a faculty appointment at the Associate Professor level. The successful candidate must have minimum five years' administrative experience working in an academic setting, and five years college level teaching experience.

The successful candidate shall have the ability to provide visionary and strategic leadership for the educational missions of the College; 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:

- Supervises department Chairs, and provides leadership for all programs in the College;
- Serves as academic and administrative head of the College;
- Provides leadership to advance academic programs offerings;
- Works with the deans of other colleges to foster interdisciplinary programs;
- Works to enhance the reputation and viability of the College programs;
- Provides oversight for programs through Department Chairs and Coordinators;
- Assists in the development of the College's budget, and manages expenditures;
- Provides leadership in reviewing and developing new academic programs;
- Provides leadership in curriculum planning and development;
- Provides leadership in faculty and staff development; and personnel evaluation;
- Approves and monitors faculty load; and ensures adherence to academic standards;
- Sets priorities and policies for the College;
- Works to build and sustain an environment of academic excellence;
- Conducts other duties assigned by the Vice President for Academic Affairs.