

AME University Position Description

Position Title: Dean, College of Science and Allied Health

Division: Academic Affairs

Reports To: Vice President for Academic Affairs

Closing Date: January 21, 2018

Submit To: jobs@ame.edu.lr or Drop off CV and Cover letter to Attn: DEAN, CSAH
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 in any of the natural sciences, medicine, or education leadership 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.

The Dean should have the ability to provide visionary and strategic leadership for the educational mission 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 with the use of the Internet; and have effective written and oral communication skills.

Position Description:

- Supervise all science and allied health program Coordinators
- Promote science and allied health studies as one of the priorities of the University;
- Lead the development of University policy on science and allied health education with associated issues and corresponding casework;
- Advise on College of Science and Allied Health admission policy and procedures;
- Coordinate decision-making to support students and take the lead in monitoring student progress;
- Supervise the updating of information provided by the faculty for current and prospective science and allied health students;
- Provide academic advice to students referred by departments pertaining to casework on issues involving science and allied health programs, progress, appeals, individual and group complaints, and representations from groups of students;
- Chair the Faculty Council for science and allied health programs and contribute towards the work of the faculty
- Approve the initiation, extensions and suspensions of study and the assignment of advisors for science and allied health student research;
- Develop budget for the college of science and allied health;

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- Help students gain access to appropriate funding opportunities, in consultation with the Financial Aid Director;
- Collaborate with AVP for Institutional Advancement in designing and implementing fundraising activities; and
- Conduct other duties as assigned by the Vice President for Academic Affairs and/or the President.