

African Methodist Episcopal University

Vacancy Announcement

Position Title: Dean of Graduate School

1. Background

AME University commences its Graduate School in September, 2017. It comprises the Theological Studies Program which includes the Master of Divinity (M.Div.) track and the Executive Master of Business Administration (EMBA) Program which comprises four tracks: Finance, Procurement and Supply Chain Management, Management and Commerce, and Management of Information Systems. The M.Div. program prepares students for the ministry; and the EMBA program prepares students for middle and senior level managerial positions.

2. Location: 34 Camp Johnson Road, Monrovia, Liberia

3. Objective:

The Dean of AME University Graduate School serves as administrative head of the University's graduate programs. The Dean directs the work of Graduate Program Coordinators and oversees all aspects of graduate education offered at AME University. As Chair of the Graduate Studies Council, the Dean contributes strategic leadership in the development and implementation of the University's policies and directions determined by the Board of Trustees to manage programs; enhance support to faculty, staff and students; and provide academic advisement. Essentially, the Dean helps to provide the roadmap in the University's "pursuit of excellence" in its graduate programs.

4. Responsibilities:

The Dean of Graduate Programs will be responsible for, but not limited to, the following tasks:

1. Supervise all graduate program Coordinators
2. Promote graduate studies as one of the priorities of the AME University;
3. Lead or support the development of University policy on postgraduate education;
4. Lead in the development of new programs of graduate study unique to AMEU;
5. Lead the implementation of policy on graduate education and deal with associated issues, correspondence and casework;
6. Advise on graduate admission procedures;
7. Coordinate decision-making relating to graduate student progress and take the lead role in monitoring graduate student progress;

8. Supervise the updating of information provided by the faculty for current and prospective graduate students;
9. Provide academic and pastoral advice to graduate students referred by departments, and to deal with casework on issues involving graduate student progress, appeals, individual and group complaints and representations from groups of students about programs and units;
10. Chair the Faculty Graduate Council for postgraduate programs and contribute towards the work of the faculty
11. Approve extensions and suspensions of study and the assignment of advisors for graduate student research;
12. Ensures the strategic use of funds for graduate students;
13. Help students to access appropriate funding opportunities, in consultation with the Financial Aid Director
14. Collaborate with AVP for Institutional Advancement in designing and implementing fundraising activities; and
15. Conduct other duties as assigned by the Vice President for Academic Affairs and/or the President.

5. Reporting and Supervision

The Dean of Graduate School will directly:

- Report to the Vice President for Academic Affairs, Division of Academic Affairs
- Supervise the Graduate Program Coordinators

6. Qualifications

- A PhD degree with relevant work experience;
- Demonstrated university leadership, management, and interpersonal skills;
- Ability to facilitate workshop and faculty training;
- Excellent writing and communication skills; and
- Proficiency with computer applications (MS Office suite, internet)

7. How to Apply

Interested candidates should submit to:

JOBS@ame.edu.lr

Or Drop off CV and Cover letter to:

Human Resources Department

34 Camp Johnson Road

Monrovia, Liberia

Attn: Dean Graduate School

8. Closing Date for Application: July 31, 2017.