



Vacancy Announcement

AME University
34 Camp Johnson Road
Monrovia, Liberia
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 22 years, currently with more than 4,000 students enrolled in 19 academic programs across 4 colleges. In fostering its mission, the University is seeking a highly experienced, vibrant and progressive “Adjunct Faculty in Secondary Education” with a cutting-edge academic vision, to work with the Department Chair leading the institution as it continues to accelerate progress in becoming a premier tertiary institution in Liberia.

Class / Title: **Adjunct Faculty, Department of Secondary Education**
College: Education College
Reports To: Department Chair, Department of Early Childhood Development
Benefits: Commensurate with position and experience
Closing Date: June 30, 2017
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Requirements:

Adjunct Faculty in Secondary Education- Position requires a Master’s Degree in Early Childhood Development. At the Education College, an **Adjunct Faculty** is expected to carry out the traditional duties expected from the Department Chair of Secondary Education. The **Adjunct Faculty** will be responsible for the daily teaching of assigned courses(s). The **Adjunct Faculty** will promote excellence in department programs within the College. The **Adjunct Faculty** responsibilities are classified as professional duties including preparing and teaching student’s lesson. The **Adjunct Faculty** is entitled to course release during the contract year and will work with the College Dean and Department Chair to plan these releases effectively for the department and the college.

Qualifications:

- Terminal degree is preferred; a Master’s degree with at least 18 hours in their assigned discipline is required.
- Administrative experience or evidence of leadership qualities.
- Prior teaching experience.

- Excellent communication and human relation skills. Essential Functions:
- Assist in the evaluation and improvement of courses.
- Update department programs as needed.
- Engage in, encourage, and assist department faculty with scholarly activities and the development of quality curriculum and instruction.
- Perform other duties as required by the College Dean, Chair, Provost/VPAA and/or President.

Additional Qualifications:

- Excellent computer skills, especially with the use of Microsoft Office suite, and the internet
- Excellent communication and presentation skills, both oral and written;
- Proven knowledge of the ability to build partnerships.
- Plan and exercise conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.
- Should have the ability to collect all the alternatives and identify the best alternative for the Department.
- Knowledgeable in making scholarly decisions in order to lead students within the Department.
- Should have the ability to inspire students of the Department.