



## **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 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 “Coordinator- the Executive Master of Business Administration” with a cutting-edge academic vision, to work with the Dean in leading the institution as it continues to accelerate progress in becoming a premier tertiary institution in Liberia.

Class / Title: **Coordinator, Executive Master of Business Administration (EMBA)**  
Division: Academic Affairs  
Reports To: The Dean of Graduate School  
Benefits: Commensurate with position and experience  
Closing Date: September 30, 2017  
How to Apply: Submit CV, Cover Letter and Credentials to: [jobs@ame.edu.lr](mailto:jobs@ame.edu.lr)

### **Position Requirements:**

The Coordinator – Executive Master of Business Administration is a member of the management team in the Graduate School, an academic officer who meets regularly with the Dean to co-ordinate the management of the program. The Coordinator shall maintain an active membership in a number of related professional organizations, and build strong relationships and partnerships with local and regional institutions. In furtherance, he or she should provide leadership and directions to the master program in Business Administration by planning and delivering excellent academic programs.

The Coordinator must have earned Terminal ‘s Degree preferred or Master’s degree in Administration, Finance or Procurement from an accredited institution; with an established record of teaching, research and service that qualifies the candidate for a Coordinator appointment at. The successful candidate must have minimum two years’ administrative experience working in an academic setting. The Coordinator should have the ability to provide visionary and strategic leadership for the educational missions of the Master of Business Administration Program; 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:****I. Academic Planning**

- Responsible for the annual academic plan (as part of the EMBA strategic planning process)
- Timetabling (creating and managing the master academic schedule)
- Allocation of faculty and staff
- Student course selection
- Academic deadlines
- Scheduling of faculty meeting;
- Co – chair meetings of the EMBA Academic Committee;
- Liaise with the IT staff on educational matters;
- Responsible for the M.Div calendar to ensure a balance between academic deadlines, co-curricular and residential activities.

**II. Evaluation of the EMA Academic Program**

- Student academic counseling;
- Follow up on student performance (both in terms of final attainment and attendance)
- Grades and reports, student records;
- Support to students with special educational needs
- Responsible for recruitment, supervision & evaluation and setting of professional development targets for faculty, librarian and any other potential position in the academic area in consultation with the Department of Human Resources
- Preparation of reports for the Dean of Graduate School academic matters and the library

**III. Examination Administration and Coursework Assessment**

- Schedule and seating plans for all internal examinations;
- Facilitate the admission/ entrance required for EMBA program

**IV. Academic Resources**

- The Coordinator is responsible for the budget and management of all academic spending (planning and implementation of the budget).

**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 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 administrative decision in order to lead faculty within the Department.
- Should have the ability to delegate and inspire faculty in the Department.