

AME University Position Description

Position Title: Coordinator, Executive MBA

Division: Graduate School

Reports To: Dean, Graduate School

Closing Date: May 31, 2018

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

Position Requirements:

The Coordinator is administrator for all Executive MBA Programs, and reports directly to the Graduate School Dean. The successful candidate must have an earned Doctorate in Business Administration, Public Administration, Banking, Finance, or any related fields; 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 3 years' administrative experience.

The Coordinator should have the ability to provide vision and strategic leadership for the mission for all International Relations Programs; 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 faculty members teaching in all tracks of Executive MBA programs
- Develop and design new academic programs with tracks under Executive MBA;
- Promote executive level training and studies as one of the priorities of the University;
- Lead the development of a University policy on executive level teaching and learning, and corresponding internships;
- Advise the Graduate School Dean on admission policy and procedures;
- Coordinate decision-making to support students learning and progress;
- Provide academic advice to a select group of students, involving research and thesis progress, appeals, individual and group complaints;
- Approve the initiation, extensions and suspensions of study and the assignment of advisors for student research;
- Develop budget for Executive MBA Programs;
- Help students gain access to appropriate funding opportunities, in consultation with the Dean and Financial Aid Director;
- Conduct other duties as assigned by the Dean of the Graduate School, VPAA or the President.