



AME UNIVERSITY
Pursuit of Excellence

Vacancy Announcement

Position Title: **Coordinator, Management Information System Program**
Division: Graduate School
Reports To: Dean, Graduate School
Closing Date: Until filled
To: obs@ame.edu.lr or Drop off CV and Cover letter to AMEU Human Resources Office, 34 Camp Johnson Road. Monrovia, Liberia

Position Requirements:

The Coordinator is administrator the Management Information System Program, and reports directly to the Graduate School Dn. The successful candidate must have an earned Mater degree in Management Information System, Computer Science, or Information Technology

(Doctorate degree is desirable); 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 the Management Information System; 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 technical skills; be able to conduct workshops and training for faculty, well versed in Management Information System; and have effective written and oral communication skills.

Position Description:

- Supervise faculty members teaching in all tracks of the MIS program
- Develop and design new academic programs with tracks under MIS
- Promote technical and executive levels training and studies as one of the priorities of the University
- Lead the development of a University policy on teaching and learning, and corresponding internships on managing system information
- Advise the Graduate School Dean on admission policy and procedures in reference to the MIS program
- 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 the MIS program
- 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.