



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 “Department Chair in Secondary Education” 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: **Department Chair, Secondary Education**
Division: Academic Affairs
Reports To: The Dean of Education College
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:

The Chairperson is the administrative and academic officer of the Department, and reports directly to the Dean of Education College. The chairperson must have earned Terminal’s Degree (preferred) or Master’s degree in Secondary Education from an accredited institution; with an established record of teaching, research and service that qualifies the candidate for a faculty appointment at the Instructor II level. The successful candidate must have minimum two years’ administrative experience working in an academic setting.

The chairperson should have the ability to provide visionary and strategic leadership for the educational missions of the Secondary Education Department; 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:

- Represent the Department to internal and external academic communities, alumni, business and industry, government, foundations, and the general community.
- Promote and enhance the image of the Department and University through participation in appropriate professional and academic organizations.
- Conduct annual performance review of faculty and make merit recommendations to the Dean. In furtherance, you are to evaluate faculty members for promotion/tenure and pre-tenure contract renewal decisions in accordance with The University policies.
- Guide Students in unfolding their course work.
- Promote and serve as a model for teaching professionals in order to perform quality services and achieve excellence.
- Oversee the preparation of class schedules.
- Maintaining students' records.
- Maintaining good working relationships with faculty and administration in all academic areas
- Actively promote Department programs within the University, at other institutions (including community colleges).
- Participate in weekly management committee meetings.
- Handle student grievances, complaints, cases of plagiarism and other cheating, etc
- Manage the Department's budget as determined by the Dean.
- Schedule classes, including developing a Semester- year schedule, with the vice president of Academic Affairs.
- Recruit, train, and develop faculty in consultation with the Department of Human Resources

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