



**Vacancies: Faculty Positions | School of Graduate Studies**  
African Methodist Episcopal University | Monrovia, Liberia

**34 Camp Johnson Road, Monrovia- Liberia**

**Job Overview**

AME University's School of Graduate Studies is seeking exceptional Adjunct Faculty members to join our vibrant academic team across seven specialized graduate programs. We are dedicated to promoting academic excellence by recruiting highly qualified professionals who can bring innovative teaching methods and meaningful, relevant experience to our graduate-level curricula. Our aim is to build a diverse and talented faculty capable of inspiring and leading the next generation in environmental management, accounting, auditing, and social work through rigorous, student-focused education.

**Adjunct Faculties are needed in the following fields:**

1. Accounting

2. Auditing

3. Divinity/Theology

4. International Relations

**Focus Areas:**

- International Development; Foreign Service Leadership

5. Business Administration

**Focus Areas:**

- Procurement and Supply Chain; Corporate and Public Finance

6. Environmental Management

**Focus Areas:**

- Biodiversity
- Natural Resources Management
- Economics and Policies of the Environment

7. Social Work

**Focus Areas:**

- Clinical Practice

- Administrative Leadership

**8. General courses:**

- Graduate Communication, Statistics,
- IT,
- Foreign Languages.

**9. Research Thesis Supervision and Assessment.**

**Responsibilities:**

- Delivery of high-quality graduate-level instruction
- Development and implementation of engaging, contemporary course materials
- Mentoring and support for graduate students' academic and professional growth
- Contribution to research and academic initiatives
- Maintenance of the highest standards of academic integrity

**Qualifications:**

**Academic Credentials**

- **Preferred:** Doctoral degree (Ph.D., Ed.D.) in the relevant field

**Professional Requirements**

- **Teaching Experience:**
  - Minimum 5 years in higher education
  - Demonstrated instructional expertise in a Higher Education Institution
  - Proven ability to develop innovative, student-centered curricula
- **Professional Background:**
  - Minimum 5 years of relevant experience
  - Strong research portfolio preferred
  - Published research or professional presentations are advantageous

**Core Competencies**

- Advanced pedagogical skills
  - A strong ability to implement student-centered learning approaches and innovative teaching methods.
  - Commitment to academic excellence

- Proficiency in Microsoft Suites (MS Word, Excel, and PowerPoint), with excellent skills in PowerPoint presentation
- Strong collaborative and interpersonal abilities
- Alignment with the university's mission of holistic educational development
- **Professional Conduct:**
  - Adherence to academic integrity and high professional standards.
  - Ability to work collaboratively within a team environment.

### **Application Requirements:**

Interested applicants are invited to submit the following documents:

- Comprehensive curriculum vitae (CV)
- Official academic transcripts
- Qualification certificates
- A cover letter outlining your interest, qualifications, and how you meet the criteria

### **Additional Requirements:**

- Ability to work collaboratively
- Strong communication and Interpersonal Skills
- Strong/positive work ethics and professionalism

**NOTE:** Qualified Liberians, Females, and persons with disabilities are encouraged to apply.

### **Application Process:**

Soft copies of signed application packages and scanned credentials should be submitted as attachments to: [jobs@ame.edu.lr](mailto:jobs@ame.edu.lr)

Alternatively, hard copies can be submitted to:

**The Human Resources Department,  
AME University, 34, Camp Johnson Rd., Monrovia, Liberia.**

**Note:** Only shortlisted candidates will be contacted

**Application Start Date: July 7, 2025**

**Application End Date: July 31, 2025**

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**Note:** Only shortlisted candidates will be contacted!

**It is advised that a CV should contain the following information, among others:**

1. Personal information (name, age, rank, contact addresses, and phone number)
2. Academic and professional qualifications with dates/issuing authority
3. Skills
4. Teaching and research positions in the Higher Education system
5. Work experience outside the Higher Education system
6. Membership of professional bodies
7. Services rendered
8. Courses taught in the university (indicate if undergraduate or graduate level)
9. Research and publications
10. Research supervision experience (indicate if undergraduate or graduate level)
11. Scholarships, honors, awards, and distinctions
12. Grants and research sponsorships with dates
13. Extracurricular activities
14. Name and address of 2-3 Academic Referees
15. Signature and date

***Where an applicant does not have information to supply under any of the subheadings, indicating “not available”, or ignoring the category involved is advised.***

**AME University** is dedicated to fostering academic diversity, Inclusive educational environments, and equal opportunity for all qualified professionals. We welcome applications from candidates with diverse backgrounds and experiences.