

AME UNIVERSITY
OFFICE OF THE DIRECTOR, HUMAN RESOURCES
Employment Opportunity Announcement.

Date: September 9, 2025

Location: AME University, Monrovia, Liberia
34, Camp Johnson Road

JOIN OUR TEAM AT AME UNIVERSITY

AMU University, a faith-based institution and a beacon of academic excellence and moral integrity, is looking for qualified, dedicated, and visionary professionals to join our academic and administrative teams. We invite applications from those passionate about advancing education, research, and service.

Below are the available employment opportunities:

1. Faculty Position – AMEU School of Graduate and Professional Studies

- Area of concentrations:

Master's in Social Work:

- a. Advanced practice with groups, communities, and organizations
- b. Advanced policy, planning, and programs
- c. Professional Writing Social Work.
- d. Spirituality and religion in social work.
- e. Administration, leadership, and supervision
- f. Introduction to professional social work.
- g. Dynamics of personality and Human behavior

Master's in Environmental Management

a. Environmental Statistics

Minimum Qualification: Ph.D. in the related discipline

Responsibilities:

- Teach graduate-level courses within the AMEU School of Graduate and Professional Studies
- Supervise graduate students' theses and research projects

- Contribute to the advancement of graduate programs through research and scholarly activities
- Participate in academic committees and quality assurance processes

2. Heads of Department (HOD)

- **Mass Communication**
- **Political Science**

Minimum Qualification: Master's Degree or higher in a related field
Responsibilities:

- Provide academic leadership and oversight of departmental activities
- Manage faculty performance and curriculum development
- Promote departmental research and student success
- Ensure compliance with university standards and policies

3. Full-Time Faculty Positions – Undergraduate Programs

Departments:

- Environmental Science
- Public Health
- Criminal Justices

Minimum Qualification: Master's Degree in the related discipline
Responsibilities:

- Deliver undergraduate-level courses
- Engage in research, academic advising, and curriculum development
- Participate in departmental and university committees
- Promote student-centered learning and academic integrity

4. Clerk – Library Services

Minimum Qualification: Bachelor's Degree in Library Science or related field
Responsibilities:

- Assist in daily library operations, including circulation and cataloguing
- Provide support to library users in accessing and using resources
- Maintain library records and assist with acquisitions

- Support the organization of materials and digital archiving

5. Administrative Assistant/HR Monitor

Minimum Qualification: Bachelor's Degree in Human Resource Management or related field
Responsibilities:

- Assist with recruitment, onboarding, and HR compliance tracking
- Monitor staff attendance and maintain employee records
- Support employee engagement and performance monitoring
- Maintain confidentiality and professionalism in handling HR data
- Provide clerical and administrative support to departments or offices
- Manage correspondence, records, and scheduling
- Assist in the preparation of reports, memos, and communication
- Ensure smooth day-to-day operations

6. Administrative Assistant – Academic Support Services

Minimum Qualification: Bachelor's degree in Management, Administration, Education, or related field.

Responsibilities:

- Provide administrative support for academic programs and related activities.
- Coordinate class schedules, examinations, and academic events.
- Maintain academic records and ensure data accuracy and confidentiality.
- Serve as a liaison between academic staff, students, and administrative units.
- Draft correspondence, reports, and other documentation as required.
- Assist in organizing meetings, taking minutes, and following up on action items.
- Handle inquiries and provide timely information to students and faculty.

7. Data Entry Officer

Minimum Qualification: Bachelor's Degree in Information Systems, Computer Science, or related field

Responsibilities:

- Input and manage data across institutional systems
- Maintain data integrity and confidentiality
- Support the generation of reports and statistics
- Conduct routine data audits and updates

8. Laboratory Coordinator

Minimum Qualification: Bachelor's Degree or higher in Laboratory Technology, Biological Sciences, or related field

Responsibilities:

- Prepare and manage laboratory sessions for students
- Maintain and organize lab equipment and supplies
- Ensure safety and compliance with lab procedures
- Assist faculty in practical course delivery

9. Skilled Security Personnel

Minimum Qualification: Professional certificate in security services from a recognized institution

Responsibilities:

- Protect university personnel, students, and property
- Monitor access points and enforce safety protocols
- Respond effectively to emergencies and incidents
- Serve with honesty, vigilance, and discipline

10. Custodians / Janitors

Minimum Qualification: Professional training or certification in janitorial or facility maintenance from a reputable institution

Responsibilities:

- Maintain cleanliness and sanitation in all university facilities
- Ensure safe and hygienic learning and working environments
- Assist in minor maintenance and upkeep tasks
- Serve with reliability, integrity, and attention to detail

Application Requirements:

Applicants must submit the following:

- A formal cover letter stating the position applied for
- A detailed Curriculum Vitae (CV)
- Copies of relevant academic and professional credentials/Certificates
- Contact information for at least three professional referees

How to Apply:

Submit your complete application package via email to: jobs@ame.edu.lr

Or hand-deliver to:

Office of Human Resources

AME University
34, Camp Johnson Road
Monrovia, Liberia

Application Deadline: September 29, 2025.

AME University is an equal opportunity employer. We welcome all qualified individuals to apply, regardless of race, gender, religion, or background. Join us in shaping minds and transforming futures.

For more information, visit: www.ame.edu.lr