



AME UNIVERSITY

Pursuit of Excellence

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 over the years. In fostering its mission, the University is seeking a highly experienced, vibrant, and progressive “Coordinator- International Relations Programs” 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: **Coordinator, International Relations Program**
Division: Academic Affairs
Reports To: The Dean of Graduate School
Benefits: Commensurate with position and experience
Closing Date: August 31, 2021
How to Apply: Submit CV, Cover Letter and Credentials to: jobs@ame.edu.lr

Position Requirements:

The Coordinator –International Relations Program is a member of the management team in the Graduate School, an academic officer who meets regularly with the Dean to coordinate the management of the programs. The Coordinator shall maintain active membership in several related professional organizations, and build strong relationships and partnerships with local and regional institutions. In furtherance, he or she should provide leadership and directions to the master programs in International Relations by planning and delivering excellent academic programs.

The Coordinator must have earned Terminal’s Degree in Administration, Procurement, International Relations or related disciplines from an accredited institution; with an established record of teaching, research, and service that qualifies the candidate for a Coordinator appointment. The successful candidate must have a minimum of three (3) years’ administrative experience working in an academic setting. The Coordinator should have the ability to provide visionary and strategic leadership for the educational missions of the Master of 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 pieces of training for faculty, be well versed in the use of the Internet; and have effective written and oral communication skills.

Position Description:**I. Academic Planning**

- Responsible for the annual academic plan (as part of the International Relations strategic planning process)
- Timetabling (creating and managing the master academic schedule)
- Allocation of faculty and staff
- Student course selection
- Academic deadlines
- Scheduling of faculty meeting;
- Co-chair meetings of the International Relations Academic Committee;
- Liaise with the IT staff on educational matters;
- Responsible for the EMBA and International Relations calendar to ensure a balance between academic deadlines, co-curricular and residential activities.

II. Evaluation of the International Relations Academic Program

- Student academic counseling;
- Follow up on student performance (both in terms of final attainment and attendance)
- Grades and reports, student records;
- Support to students with special educational needs
- Responsible for recruitment, supervision & evaluation, and setting of professional development targets for faculty, librarian and any other potential position in the academic area in consultation with the Department of Human Resources
- Preparation of reports for the Dean of Graduate School academic matters and the library

III. Examination, Administration and Coursework Assessment

- Schedule and seating plans for all internal examinations;
- Facilitate the admission/ entrance required for International Relations programs.

IV. Academic Resources

- The Coordinator request through the Dean of the Graduate School who is responsible for the budget and management of all academic spending (planning and implementation of the budget).

Additional Qualifications:

- Excellent computer skills, especially with the use of Microsoft Office Suite, the internet, and other online platforms.
- 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 programs.
- Knowledgeable in making administrative decisions to lead faculty within the program.