

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

Date: November 24, 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.

Vacancy # 1 Coordinator, Geomatics & Surveying Program

The institution is seeking a qualified and dynamic **Coordinator for the Geomatics and Surveying Program** to provide academic and administrative leadership. The Coordinator will guide curriculum delivery, ensure academic quality, promote research and professional development, and strengthen partnerships with government and industry for student training and employment opportunities.

Key Responsibilities

- Lead and manage all academic and administrative functions of the Geomatics and Surveying Program.
- Oversee curriculum planning, review, and implementation in Geomatics, Surveying, GIS, and Remote Sensing.
- Supervise faculty, staff, laboratory activities, and student fieldwork.
- Promote research, publications, and participation in professional activities.
- Manage surveying equipment, laboratories, and instructional resources.
- Build partnerships for internships, certification opportunities, and collaborative projects.

Qualifications

- Master's degree or higher credential in Geomatics, Surveying, Geodesy, or a related field.
- Minimum of three (3) years of teaching or professional experience in surveying, mapping, or GIS.
- Professional membership/registration in a recognized surveying body (advantageous).
- Strong leadership, communication, and interpersonal skills.
- Proficiency in GPS, GIS, Remote Sensing, CAD, and related geospatial technologies.

Other employment opportunities:

1. Dean of Student Services.

The Dean will provide leadership in delivering effective student support services, fostering student success, and serving as a strong advocate for student needs across the university.

Key Responsibilities

- Oversee daily operational and fiscal functions of student services.
- Coordinate, implement, and monitor student-related programs and activities across campus.
- Serve as a mediator and advocate for students, addressing concerns and resolving conflicts promptly.
- Support student success through advising, policy guidance, and service delivery.
- Recruit and evaluate student athletes for university teams.
- Develop departmental goals, policies, budgets, and procedures.
- Assess student needs and respond with timely and effective solutions.
- Manage staff, equipment, and resources assigned to the Office of Student Services.

Qualifications

- Master's degree with at least three (3) years of relevant work experience.
- Strong leadership, communication, and interpersonal skills.
- Ability to maintain confidentiality and work effectively with diverse student populations.
- Knowledge of student services, instructional methods, and university policies.
- Flexible, innovative, and able to work harmoniously with others.

2. 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

3. Heads of Departments (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

How to Apply:

Submit your complete application package (Cover letter plus degree and all relevant and supporting certificates) 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: December 5, 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