



CUTTINGTON UNIVERSITY

SUAKOKO, BONG COUNTY
P. O. BOX 10-0277
1000 MONROVIA 10, LIBERIA
WEST AFRICA

Email: hr@cu.edu.lr
Website: www.cu.edu.lr
jgbemon@cu.edu.lr

OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

July 5, 2024

VACANCY ANNOUNCEMENT FOR DEANS CUTTINGTON UNIVERSITY SUAKOKO CAMPUS

Position Title : Dean
Reports to : Associate VP, Academic Affairs
Duty Station : Suakoko
Start Date : September 1, 2024

Closing Date for the Submission of Application: August 5, 2024 at 5:00PM

Position Requirements:

Cuttington University is seeking qualified, rigid, and innovative individuals to join her reputable departments/colleges of **EDUCATION, THEOLOGY, AGRICULTURE, BUSINESS AND PUBLIC ADMINISTRATION, HEALTH SCIENCES, LIBERAL ARTS AND SOCIAL SCIENCES, and NATURAL SCIENCES** based in Suakoko, Bong County.

The individual will be the head of the department; serving as liaison between faculty, students, and Administration. He or she will verify the adequacy of instructions, monitor academic integrity, oversees the development of course curricula, ensures that syllabi are up to date, ensures that faculty is qualified to deliver a particular course; directing the educational programs, approving faculty load assignments and students programs of study, planning with and encouraging faculty members, and enforcing the requirements. He/she must have excellent critical thinking ability to understand the needs of students and faculty; should be ready to work critical hours and must be techy.

Specific Duties:

- Serve as the instructional and administrative officer of the College Oversee all advising activities;
- Assist in the recruitment, hiring and retention of qualified faculty and staff in collaboration with Human Resources and Academic Affairs;
- Assist with developing, promoting, and implementing academic programs and academic support of the College;
- Assist with developing, monitoring, and implementing annual faculty development programs for faculty and staff of the College;
- Assist with developing a robust student recruitment and retention plan in collaboration with Academic and Student Affairs Departments;
- Develop and implement a strategic outreach program;
- Manage college facilities and equipment in a manner that promotes quality learning in classrooms and laboratories;
- Responsible for maintaining external relations with donors and specific partnerships as identified by Academic Affairs;
- Coordinate and promote academic proposals, changes, reviews, and other academic matters with the other Deans of the University, and other institutions and groups;
- Responsible for working with the department Chairs to staff all classes;
- Supervise all employees in the College including administration of performance evaluations, development of short- and long-term plans to advance the college's educational objectives within the context of the University's vision;

- Develop and coordinate educational policies, planning functions, and physical facilities planning and utilization of the College;
- Develop, monitor and implement the College's annual budget;
- Participates in the development of admissions policies for Cuttington University;
- Participate in the formulation of program proposals to support the University's research, educational and development activities;
- Ability to serve on assigned Cuttington University's or external partnership committees;
- Perform any other duties assigned by the Vice President for Academic Affairs and the President of Cuttington University.

Required Skills - the following skills and characteristics are essential for this occupation:

- A demonstrated record of effective administrative leadership and excellence in teaching, research, and service;
- Excellent written skills;
- Excellent leadership, interpersonal and communication skills, including a well-developed sense of equity and integrity;
- Excellent conflict management skills;
- A demonstrated commitment to the development of higher education in Liberia with a focus on student centered programs;
- A strong commitment to research and personal development;
- A lifelong learner Documented experience in teaching and administration in a higher education setting.

Preferred Experience: An earned Master's Degree in a discipline of the College; A Doctorate is preferred. FEMALES ARE ENCOURAGED TO APPLY.