



OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

CUTTINGTON UNIVERSITY

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VACANCY ANNOUNCEMENT

Position Title : **Executive Dean/Convener**
Division : **Doctoral Program – Cuttington University**
Duty Station : Monrovia
Reports To : Vice President, SGPS (Cuttington University)
Closing Date : April 10, 2023
Start Date : May/June 2023
How to Apply : Email Cover Letter and Resume (CV) to hr@cu.edu.lr/jgbemon@cu.edu.lr

Position Requirements:

Cuttington University is seeking qualified applicants who wish to become part of a dynamic, creative and innovative team to serve our students as **Executive Dean/Convener** for her **Doctoral Program** at the School of Graduate and Professional Studies (SGPS) at Cuttington University. The individual should have an eminent record as a scholar, teacher and researcher; should have a Ph.D. or an equivalent doctorate, and should qualify to be appointed as a tenured professor. As the principal academic and administrative officer of the Doctoral Program, he/she should be informed about patterns and initiatives in Doctoral education nationally and internationally; overseeing admissions, academic growth, professional development and awarding of degrees at the doctorate level; developing doctoral curricular policy with the Schools' Professors and implementing them; overseeing assessment and benchmarking; working with Deans and Chairpersons to develop new programs; increasing visibility of education on campus and externally; and working with alumni and community to increase connection with the University. He/She will work under the direct supervision of the **Vice President** and will serve as senior academic staff at the CUSGPS.

In addition to the above, the candidate is expected to demonstrate the following:

- A strong, unbendable commitment to excellence in graduate education;
- Leadership skills that will take doctorate education to the next level at CU;
- Demonstration of a true commitment to teaching and research;
- Have the ability to communicate and engage effectively with a wide range of constituents within and outside of the University;
- Craving to connect institutional potential and grab the opportunity to grow the size and the number of existing graduate programs;
- Commitment to collaborate with academic units to start and gain approval for programs that are interdisciplinary;

- Seek and gain external funding to support doctoral education, expand opportunities in online and distance education;
- A strong character for collaboration and the ability to pilot various administrative environments;
- Intellectual interest, innovative spirit, bold thinking, and a willingness to take calculated risks; and,
- A deep appreciation for CU's mission and commitment to ensure the advancement of both the Graduate School and the University's focus on teaching and research.

Duties and Responsibilities:

1. The **Executive Dean/Convener** will support the President of the University and the VP at the SGPS in providing leadership for the Doctoral Students and uphold the mission, vision, values, by-laws and policies of the University;
2. He/She will work with the VP, SGPS, Deputy VP, Academic Deans, online and distance education to create and execute overall strategic enrollment planning for doctorate education programs at the University;
3. Will provide leadership to and oversee the Doctoral admissions processes;
4. In consultation with the President of the University, the **Executive Dean/Convener** will oversee the overall operations of doctoral programs, assisting the VP and Deputy VP with decisions that will foster growth at the University;
5. Will collaborate and work closely with the VP, SGPS Professors to develop and oversee policies and procedures including program approval;
6. Oversee Assessment and Institutional Effectiveness activities for doctoral programs;
7. Lead efforts to assist doctorate faculty with applications to national and international fellowship programs;
8. Strengthen programs and policies that will improve students' retention, degree completion, professional opportunities, and overall success;
9. Along with the President's Cabinet, plan, direct, and coordinate the operational, personnel, budgetary, and technological activities of the Programs;
10. Strengthen and expand the recruitment of high-quality students;
11. Perform other related duties as assigned by the President, including teaching and research.

Qualifications

- An advanced degree (PhD or doctoral equivalent) and a substantial number of years of faculty, academic administrative, and managerial experience, especially in the areas denoted by the title.
- Strong interpersonal and communication (verbal and written) skills
- Ability to work in teams and collaborate with persons from diverse backgrounds
- Experience developing strategy and policies
- Experience in research and publishing

Nature and Scope Level of Responsibility:

- Senior leadership, reporting to the President and Decision-Making Authority of the University:
- Decision-making authority as assigned in this job description and as otherwise delegated from time to time by the President

Physical and Sensory Demands:

- Minimal demands typical of a senior position operating within an office environment
- Attention to detail, report writing, large volume of reading material at times, attendance and active participation at meetings

Working Environment:

- Exposed to stress and pressure associated with senior level responsibilities
- There may be unusual hours or schedules, and multiple tight deadlines beyond one's control