



SCHOOL OF GRADUATE & PROFESSIONAL STUDIES
Congo Town, Tubman Boulevard
P.O. BOX 10-0277
1000 Monrovia 10, LIBERIA

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Email: graduateschool@cu.edu.lr

Office of the Marketing Manager

Vacancy! Vacancy! Vacancy!

Cuttington University School of Graduate & Professional Studies located in Congo Town, Tubman Boulevard has vacancy for the following positions:

Job Title: The Deputy Vice President for Academic Affairs

Qualification: Master Degree or Doctorate Degree

Experience: 10 years of working experience or above in this discipline

Responsibilities:

- Reporting to the Vice President of the Graduate School, the Deputy Vice President for Academic Affairs will support and assist in the leadership, management, and day-to-day oversight of the Academic matters at the Graduate School.
- Provide input into academic initiatives and work with Deans, faculty and other administrators to attain high quality student success rate.
- Work along with the deans to ensure adequate planning, and implementation of all academic programs.
- Oversee the planning of the academic calendar.
- Ensure that all academic records are properly documented and secured.
- Provide oversight in the sourcing of faculty, and recommending same to the Vice President for recruitment.
- Develop and implement the appraisal process of all lecturers and academic staff.
- Work closely with the administration to ensure that all support services and facilitates for implementing academic programs are secured and properly utilized.
- Promote the scholarship and overall professional development of faculty.
- Work with Deans to involve research programs for promoting academic excellence.
- Lead project proposals development to solicit funding, for activities of the University.
- Perform related tasks as may be instructed by the Vice President for Graduate School.

All Interested applicants can send in your Curriculum Vitae with all other relevant documents directly to the office of the Vice President, Cuttington University School of Graduate and Professional Studies, Congo Town opposite Former CDC Headquarters. You can also send your application to: hkiamue@cu.edu.lr Deadline for application is April 22, 2026.