



# CUTTINGTON UNIVERSITY

SUAKOKO, BONG COUNTY

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WEST AFRICA

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OFFICE OF THE DIRECTOR  
HUMAN RESOURCE DEPARTMENT

## **VACANCIES ANNOUNCEMENT FOR ADMINISTRATIVE ASSISTANT & CURATOR**

### **Position Requirements:**

Cuttington University is seeking qualified, well-ordered, and innovative individuals who wish to become part of her dynamic, creative and innovative team to serve as Administrative Assistants for her departments/colleges of **Natural Sciences, Student Services, and Joseph Saye Guannu Institute of Peace and Conflict Resolution respectively** at her Suakoko based in Bong County.

The ideal nominee should be a problem solver who has outstanding communication skills and pays attention to detail. The candidate should also have experience working in an office environment, performing administrative tasks, and providing support to workmates. Must have the ability to multitask, manage complex schedules, and meet deadlines. He/she must have excellent critical thinking ability to understand the needs of people, be ready to work critical hours and must be techy.

We're also seeking qualified and innovative individual to serve as **Curator for her African Museum**. As CURATOR, the individual will be in charge of a collection of exhibits in a museum or art gallery; work to rehabilitate the preeminence of the African Museum of CU; this includes dealing with the acquisition, care, display and interpretation of items with the aim of informing and educating the public. Additionally, he/she will investigate and arrange information necessary to support the educational and public service responsibilities of the museum through exhibitions or targeted educational programs.

**Below are details of other vacancies that need to be filled as follows:**

**Position Title:** CURATOR/AFRICAN MUSEUM

**Reports to:** VP, Academic Affairs

**Duty Station:** Suakoko, Bong County

**Start Date:** February 1, 2024

**Master in Art History, History, Archaeology, Anthropology or Museum Studies**

**Position Title:** Administrative (3 persons)

**Reports to:** Dean of the College

**Duty Station:** Suakoko, Bong County

**Start Date:** February 1, 2025

**Certificate in Secretariat Science;**

High school diploma or equivalent

Proven administrative experience

**Bachelor's Degree is advantageous**

***Closing Date for the Submission of Application: January 10, 2025 at 5:00PM***

**The ideal candidates must submit the following materials:**

1. A cover letter; addressing key areas of the position and how the candidate's experience and expertise would benefit the University;
2. CV, Copy of degree(s), professional certificates, transcripts; and
3. Three references, including names, titles, and contact numbers

Interested applicants should please submit their application to: [igbemon@cu.edu.lr](mailto:igbemon@cu.edu.lr) or [hr@cu.edu.lr](mailto:hr@cu.edu.lr).

**NOTE: FEMALES ARE ENCOURAGED TO APPLY**

**Signed:** \_\_\_\_\_  
Cuttington University