



OFFICE OF THE DIRECTOR
HUMAN RESOURCE DEPARTMENT

CUTTINGTON UNIVERSITY

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

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

VACANCY ANNOUNCEMENT FOR THREE MONITORS FOR RALLY HALL AND DORM G RESPECTIVELY CUTTINGTON UNIVERSITY, SUAKOKO CAMPUS

Position Title : Dorm monitors (3 persons)
Reports to : Dean of Women
Duty Station : Suakoko
Start Date : November 2025
Closing Date for the Submission of Application: October 15, 2025 at 5:00PM

POSITION REQUIREMENTS:

Cuttington University is a boarding Institution where the safety and well-being of students are paramount; she is seeking qualified applicants who wish to become part of her dynamic, creative and innovative team to serve as dorm monitors who will play a crucial role in maintaining a secured and orderly environment/dormitories for her boarding students for her Rally Hall and RDI (Dorm G) Dormitories respectively based in Suakoko, Bong County.

The individuals will be responsible for maintaining a safe and orderly environment for students, parents, and visitors on the dormitories; monitor students' behavior, enforce University policies, and provide assistance as needed.

Specific duties

- Familiarize with the students and be a positive presence on the site;
- Monitor students activities in various areas of the dorm including entrance, recreational areas;
- Enforce University's policies and rules to ensure a safe and respectful learning environment;
- Assist in conflict resolution and manage minor disciplinary issues.
- Report any incidents, suspicious behavior, or unsafe conditions to appropriate University Authority;
- Assist in emergency situations, including evacuations and lockdowns.
- Support school events by providing crowd control and ensuring safety protocols are followed;
- Communicate effectively with students and visitors to provide guidance and information;
- Maintain accurate records of incidents and actions taken.
- Collaborate with other staff of the department of Student Services to identify and address potential safety concerns;
- Perform any other duties as may be assigned by the supervisor or the President of the University.

Essential skills:

- Must have a resilient nature and a good sense of humor;
- Ability to keep abreast of new techniques in identified specialist areas
- Experience of looking after people in boarding environment
- Experience of working, or building good relationships with others
- Excellent communication skills and ability to build effective working relationships with students, parents, and visitors;
- Good administrative skills with strong attention to details
- Empathetic with an understanding of students' behavior
- Experience of how to manage students discipline;

POSITION QUALIFICATIONS: *Required:* “High School Graduate or its equivalent” with 1-2 years’ experience working with students/disadvantaged youth. University Degree would be a plus.

The ideal candidates must submit the following materials:

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

Interested applicants should please submit their application to: jgbemon@cu.edu.lr or hr@cu.edu.lr.

Note : Only shortlisted candidates will be contacted.



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VACANCY ANNOUNCEMENT FOR FOUR (4) JANITORIAL STAFF CUTTINGTON UNIVERSITY, SUAKOKO CAMPUS

POSITION REQUIREMENTS:

Position Title: JANITOR (4 PERSONS – 3 MALES (GRASS CUTTER) & A FEMALE)

Reports to: *Building & Grounds Supervisor*

Duty Station: Suakoko, Bong County

Start Date: November 2025

Closing Date for the Submission of Application: **October 15, 2025** at 5:00 pm

Salary and Benefits: Commensurable salary, medical insurance, housing, etc.

Cuttington University is seeking qualified, well-ordered, and innovative individuals who wish to become part of a dynamic, creative and innovative team to serve as Janitors for her Suakoko Campus in Bong County. The University is dedicated to this mission by striving to produce highly qualified graduates of strong moral fiber, who exemplify a commitment to the betterment of society and an abiding faith in God.

DUTIES AND RESPONSIBILITIES:

The ideal nominee will work with the Department of Building and Grounds and shall be responsible for cleaning the outdoors and indoors of the University's classrooms, office buildings, etc. ensuring a clean, safe, and supportive living environment. The selected candidates must have a good knowledge of cleaning procedures and practice which include keeping an eye on their cleaning supplies/equipment and maintaining proper functionality; have the ability to maintain good knowledge of safety practices as well as experience working with detergents; ability to withstand physical nature of job when performing tasks, bending, and standing for prolonged period whilst cleaning.

Key Responsibilities – below are some duties and responsibilities to be performed by the successful candidates:

- Clean building floors by sweeping, scrubbing, mopping, waxing, and vacuuming them;
- Mow lawns, cut grasses, and trim shrubs or trees around the designated environment;
- Clean, polish office tables, chairs, desks and all other furniture used in the office or the entire building;
- Dust devices like monitors, desktops, printers, and any other device;
- Clean windows, doors, glasses and mirrors with soapy water, sponge and any other necessary cleaning substance
- Maintain the supply and equipment needed for cleaning duties;
- Make sure that waste bins are emptied to avoid trash littering around;
- Restock or resupply restroom papers and make sure the toilet is in a good condition;

- Take good care of the environment or building to make sure that hazardous materials are removed;
- Meet with Supervisor to make request for items needed for work;
- Take careful and safety measures in the use of chemicals which can be harmful to the body or can damage things;
- Unlock and lock building doors early in the morning and late in evening respectively.

Requirements/Skills, Abilities, and Knowledge for the Role

Below are some requirements for interested individuals:

- **EDUCATION AND TRAINING:** Although there is no formal education required for this position, it is expected that the candidates possess basic knowledge of upkeep/cleaning experience and ability to perform assigned duties;
- **CONSISTENCY & ENDURANCE:** it will be required of them to perform their daily duties regularly from physical performance, good handling of tools and adherence to safety measures; they must be able to bow or stand for long periods while carrying out cleaning and maintenance tasks.

The ideal candidates must submit the following materials:

4. A cover letter; addressing key areas of alignment with the position and how the candidate's experience and expertise would benefit the University;
5. CV and three references, including names, titles, and contact numbers

Interested applicants should please submit their application to: jgbemon@cu.edu.lr or hr@cu.edu.lr.

Note : Only shortlisted candidates will be contacted.