

## **JOB VACANCY ANNOUNCEMENT (RE-ADVERTISEMENT)**

### **VACANCY ANNOUNCEMENT FOR DEAN OF THE LOUIS ARTHUR GRIMES SCHOOL OF LAW, UNIVERSITY OF LIBERIA**

#### **GENERAL INFORMATION**

Opening date: June 27, 2025

Closing date: August 15, 2025

Apply via email: [lagsldeanapply@gmail.com](mailto:lagsldeanapply@gmail.com)

Duty station: Montserrado County, Liberia

#### **ABOUT THE SCHOOL**

The Louis Arthur Grimes School of Law (LAGSL) is Liberia's premier law school established by an act of the Legislature under the stewardship of the University of Liberia, formerly, Liberia College. Named after the late Chief Justice of the Supreme Court of Liberia, Louis Arthur Grimes.

The law school prides itself with alumni like the current Chief Justice and all members of the Supreme Court Bench. Until recent, the school has existed for over 70 years as the only Law School in Liberia. As the oldest law school in Liberia, the LAGSL has nurtured and graduated legal luminaries who have served as top government officials, some of whom are presently serving in key government positions.

The Deanship of the school has been vacant in recent time due to the resignation of the former Dean who sought other opportunity. As such, the school is in need of a Dean to steer the affairs of this prestigious institution.

Pursuant to the provisions of the University of Liberia Charter, the University invites applications through its Dean Search Committee from suitable and qualified applicants for the Position of Dean

of the Louis Arthur Grimes School of Law. The University seeks a Dean who will lead the Law School with dynamism, integrity, and wisdom; who will advocate for and ensure academic excellence and sternness in the implementation of UL's policies; who will manage and motivate an increasingly diverse and gender-balanced law school faculty and student body; who will encourage and inspire excellence, integrity, and accomplishment amongst law students; who will engage the Legal Community and Judicial System meritoriously on behalf of the University of Liberia, and also collaborate with the University of Liberia General Counsel and legal team as a peer and colleague.

The Law school thrives on the following:

- Ethic and Integrity
- Innovation
- Transparency
- Partnership
- Quality
- Productivity
- Equity
- Dynamism
- Excellence

## **SCOPE OF WORK**

### **Duties and Responsibilities**

Should you be selected, your duties and responsibilities, shall include but will not be limited to:

- Administrative supervision with direct responsibility for academic and operations.
- Efficient and effective implementation of a high-quality curriculum.
- Development and transformation of the curriculum to meet local/regional demands as necessary while maintaining international academic standards, values and excellence.
- Supervision, monitoring and evaluation of faculty members who would facilitate academic activities.
- Ensuring a high caliber of dedicated and committed faculty whose instructional competence will be beyond reproach.
- Ensuring faculty development in a way that will increase the proportion of more faculty members attaining LLM Degree in law.
- Promoting research and other relevant activities amongst faculty members that will enhance their scholarly growth and promotion.
- Supervision of administrative and support staff in a way that will reflect efficient and effective performance which will ensure that each staff takes ownership of their responsibilities such that efficient and effective performance becomes the norm.
- Pursuing avenues that will facilitate faculty, staff and student development.

- Efficient administration that results in:
  - ✓ Timely submission of grades and reports;
  - ✓ Timely administration of the LSAT exam, along with other admissions criteria, which would result in matriculation of a relatively high caliber of students, thus enhancing graduation and high success rates in the Bar examination;
  - ✓ Enrichment of the learning environment for faculty, staff and students
- Facilitating engagement of students in curricular, co-curricular, and extracurricular activities that will enhance their intellectual competencies and acumen.
- Reviewing and revising the Law School regulations, policies and procedures as necessary to reflect contemporary values and norms.
- Serving as an Associate of the University of Liberia Legal Office
- Serving on university committees and participating in university functions.
- Submitting annual reports as necessary, including analysis of longitudinal data.
- Pursuing gender parity in the faculty, student body, and staff over time, and facilitate the inclusion of persons with disabilities as students, faculty, and staff at the Law School.
- Engaging in fundraising for the LAGSL, in collaboration with the UL President and any other university in or outside of Liberia.
- Performing other duties as may be assigned by the Vice president for the Academic Affairs and or the President of the University of Liberia.

#### **SELECTION CRITERIA/QUALIFICATION:**

- Master's degree in law (LL.M) or its equivalent. A higher degree is an added advantage.
- Must be eligible to appear and practice law before the Honorable Supreme Court of Liberia.
- Must have excellent ethical and moral standings in the legal community.
- Minimum of Seven (7) years' experience working in an academic setting.
- Proven record of soliciting/raising funds for institutions.
- Proven record of collaboration with other institutions.
- Demonstrate adequate knowledge of Liberian laws.
- Strong analytical and problem-solving skills.
- Excellent writing, verbal communication, and interpersonal skills.
- Proficiency in Legal Research and drafting.
- Ability to work under pressure.
- Ability to coordinate students' activities with that of the university.
- Ability to multitask and manage multiple priorities.
- Give high attention to details.
- Ability to investigate and react strongly against all forms of abuse and violence.

## **REPORTING CHANNEL:**

As Dean of the Louis Arthur Grimes School of Law (LAGSL), you are placed under the direct supervision of the Vice President for Academic Affairs at the University of Liberia. Hence, you will report on academic matters to the Vice President for Academic Affairs of the University of Liberia. For other matters of importance that may be required of you, you shall report as per assignment.

## **APPLICATION PROCESS:**

To apply for this position, interested candidates should submit the following:

- 1) A letter of interest.
- 2) An up-to-date CV.
- 3) Copies of your diploma and final transcript from an accredited law school.
- 4) Copies of any additional training certificates or commendations,
- 5) Five (5) letters of recommendation, a minimum of three (3) of which must be from established members of the legal community.
- 6) 1000-word statement that gives an overview of your vision for the law school and your approach to attaining such a vision.
- 7) All of the requested information should be submitted via email to [lagsldeanapply@gmail.com](mailto:lagsldeanapply@gmail.com)
- 8) Letter of Interest must be addressed:

Apply to: **The Dean Search Committee,  
Louis Arthur Grimes School of Law,  
University of Liberia**

Subject: Application for the Position of Dean of the Louis Arthur Grimes School of Law


## **Deadline for application**

Applications are due no later than Friday, August 15, 2025, at 5pm.

## ***Note the following:***

- ✓ The University of Liberia, through the Search Committee, reserves the right to conduct further background check on academic credentials and for ethical reasons.
- ✓ The University is an equal opportunity employer, Women and Persons Living with Disability are encouraged to apply.

- ✓ The University does not charge fee for the entire recruitment and selection process.
- ✓ Only shortlisted candidates will be contacted.
- ✓ Short listed candidates will be communicated with via the same medium.

Signed:   
Chairperson,  
The LAGSL Dean Search Committee  
University of Liberia