



**ARBA MINCH UNIVERSITY  
SCHOOL OF GRDUATE STUDIES  
POSITION ANNOUNCEMENT**

Date 03/09/2025

School of Graduate Studies would like to appoint **Postgraduate Research Coordinator** at the university level. Thus, interested applicants are invited to apply for the position.

**Position Title:** Coordinator for Postgraduate Research

**Position Overview:**

The Postgraduate Research Coordinator is responsible for planning, coordinating, and strengthening research activities at master's and doctoral levels within the School of Graduate Studies. The role ensures that research programs are conducted in compliance with academic standards, ethical guidelines, and institutional priorities, while providing technical and administrative support to both students and faculty.

**Duties and Responsibilities:**

- Coordinate and monitor graduate and postgraduate research projects, from proposal development and ethical approval to thesis/dissertation submission and defense.
- Ensure adherence to research ethics, integrity, and quality standards.
- Facilitate dissemination of research outputs through publications, seminars, conferences, and stakeholder engagement.
- Strengthen collaborations with industries, funding agencies, and partner institutions to enhance research impact.
- Organize workshops, training, and capacity-building initiatives for graduate students and supervisors.
- Perform other duties as assigned by the director for school of graduate studies

**Requirement for the position**

The candidate must have:

- At least a rank of Assistant professor
- Experience in graduate-level teaching, research coordination, and/or academic management.
- Strong leadership, communication, and organizational skills.
- An appreciation of team spirit and demonstrated competence in coordination of activities
- Familiarity with research ethics, academic publishing, and national/international research policies.





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The School of Graduate Studies would like to appoint **Postgraduate Teaching and Learning Coordinator** at the university level. Thus, interested applicants are invited to apply for the position.

**Position Title:** Coordinator for Postgraduate Teaching and Learning  
**Position Overview:**

The Coordinator for Postgraduate Teaching and Learning is responsible for enhancing the quality, relevance, and innovation of postgraduate teaching and learning practices. The role focuses on supporting academic staff in curriculum development, fostering student-centered pedagogy, promoting professional development, and ensuring that postgraduate teaching aligns with institutional strategies and national higher education standards.

**Duties and Responsibilities:**

- Plan, coordinate, and monitor postgraduate teaching and learning activities across programs.
- Support faculty in curriculum development, instructional design, and innovative pedagogical practices.
- Organize training, workshops, and peer-learning sessions for faculty professional development.
- Monitor and evaluate teaching effectiveness through assessments, student feedback, and performance reviews.
- Promote integration of technology-enhanced teaching, e-learning platforms, and blended learning methods.
- Ensure that postgraduate teaching and learning practices comply with national higher education policies and institutional quality assurance frameworks.
- Foster a culture of continuous improvement and academic excellence.
- Perform other duties as assigned by the director for school of graduate studies





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Date 03/09/2025

School of Graduate Studies would like to appoint **Postgraduate Student Services Coordinator** at the university level. Thus, interested applicants are invited to apply for the position.

**Position Title:** Coordinator for Postgraduate Student Services

**Position Overview:**

The Coordinator for Postgraduate Student Services is responsible for planning, coordinating, and overseeing support services that enhance the academic, social, and professional development of postgraduate students. The role ensures that students have access to resources, guidance, and opportunities that foster their success, well-being, and timely completion of their programs, in alignment with institutional policies and national higher education standards.

**Duties and Key Responsibilities:**

- Coordinate and manage postgraduate student support services, including academic advising, registration, counseling, and mentorship programs.
- Facilitate student orientation, workshops, and capacity-building activities to support academic and professional growth.
- Provide guidance on university regulations, academic policies, and postgraduate program requirements.
- Support students in accessing dormitory, research facilities, funding opportunities, and career development services.
- Monitor student progress, identify challenges, and provide interventions to ensure academic success and timely graduation.
- Promote student engagement through seminars, networking events, and postgraduate forums.
- Serve as a liaison between postgraduate students, faculty, and administrative offices to address student needs and concerns.
- Ensure that student services are inclusive, equitable, and aligned with institutional goals and quality standards.
- Perform other duties as assigned by the director for school of graduate studies

**Requirement for the position**

The candidate must have:

- At least a rank of Assistant professor
- Experience in higher education student support, academic advising, or program coordination.
- Strong communication, organizational, and interpersonal skills.
- An appreciation of team spirit and demonstrated competence in coordination of activities
- Ability to address student concerns with professionalism and empathy.
- Familiarity with postgraduate education policies and student development frameworks.





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**Terms of office:**

- Appointment will be subjected to one year probationary period and shall last for three years, but may compete for one more term

**Accountability:**

- The coordinator is accountable to the director of school of graduate studies

**Benefit Packages:**

- Major Benefits
  - Satisfaction derived from achievement and quality service delivery
- Specific Benefits
  - Sitting allowance: 2,500 Birr per month
  - Annualization: 20% of the gross salary
  - Teaching load exemption: 7 credit hours
  - Mobile card allowance: 200 Birr per month

**Place and deadline for applications:**

- Interested applicants are required to submit the following documents to the human resource director office during working hour before September 17, 2025.

- Curriculum vitae
- A letter of motivation
- Academic credential documents
- Copies of relevant certificates
- Strategic plan, maximum three pages

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- Office of Vice President for Academic Affairs
- Director for School of Graduate Studies
- Office of Competency and Human Resources Core Processes

AMU

