

JOB DESCRIPTION

Position Title	: Medicine Officer
Faculty	: Medicine
Report to	: Deputy Dean of Faculty of Medicine
Reportee (if any)	: N/A
Location	: Faculty of Medicine, University of Puthisastra

I. Position Summary:

- Run smoothly the Faculty of Medicine and student service
- Coordinate teaching and learning activities in Faculty of Medicine
- Ensure a standard and effective evaluation of lecturers' teaching performance in Faculty of Medicine

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Review the status of current lecturers based on evaluation results
- Prepare schedule in each semester for students and part time lecturers
- Prepare courses to be taught for each semester and send to Deputy Dean
- Collect course outline, course books, references books and other documents from lecturers
- Coordinate with registrar's office to prepare semester exam an exit exam for Medicine students
- Coordinate and work with part time lecturers to review and convert the curriculum into competency-based curriculum
- Prepare, administer and grade student examinations and reports
- Ensure a standard and effective evaluation of lecturers' teaching performance
- Ensure that UP medical students are competent, qualified and professional
- Support medical students with learning resources in faculty of medicine
- Perform other tasks as assigned by Deputy Dean

III. Minimum Qualifications and Requirements:

1. Experience:

- Minimum 1 year working experience in school of Medicine

2. Education:

- Bachelor of Health Sciences or Medical Doctor Degree
- Strong English proficiency: Reading, Speaking, Writing and Listening

3. Skills/Competencies:

- Ability to work independently while also functioning as a member of a team
- Strong computer skill: Microsoft word, Excel and Power Point

4. Personal Quality

- Strong communication skills
- Strong leadership and coordinating skill
- Good attitude and behaviour
- Ability to work under pressure
- Strong critical thinking and problem-solving skill