



JOB DESCRIPTION

Position Title	:	Foundation Year English Program Coordinator
Department	:	English Department
Report to	:	President / Steering Committee
Reportees	:	English Lecturers
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Duties and Responsibilities:

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

- Assist the Head of English Department in creating a cohesive team of English lecturers and supervise them throughout the academic year
- Advise and evaluate the lecturers, both as a group and individually
- Work with the English team and the Teaching and Learning department to continue the development of the curriculum and the materials
- Administer and proctor English language placement exams, and then be responsible for placing students in appropriate skill groups. Facilitate end-of-year re-test and result evaluation.
- Assist in organization and the running of extra-curricular clubs
- Run a club, if desired
- Liaise with the University management to ensure an excellent working relationship between the English Program and the rest of the Foundation Year faculty
- Problem solve as needed
- Regularly liaise with the Head of English Department and Director of Foundation Year to ensure the smooth operation and progress of the program

II. Minimum Qualifications and Requirements:

1. Experience:

- 5 years of experience in higher education preferred
- Has some knowledge in administration
- Has some experience in leading

2. Education:

- Hold BA in TEFL or equivalent certificate
- Master Degree in Teaching and Learning preferred

3. Skills/Competencies:

- Excellent written and verbal communication skills in English (required)
- Proven ability to work with and value diverse staff, students, and HoDs
- Ability to be creative and exercise initiative
- Strong interpersonal skills to interact successfully with academic
- Understands a higher education environment
- Must be proficient in Microsoft Office Suite software

4. Personal Quality

- Positive attitude
- Responsible, timely and capable of independent work
- Strong communicator, good listener
- Develops strong networks and relationships with people.