



JOB DESCRIPTION

Position Title	:	Teaching & Learning Coordinator
Department	:	Teaching & Learning
Report to	:	Director of Teaching & Learning
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Duties and responsibilities

- Coordinate Learning and Teaching pedagogy approaches at UP
- Coordinate and develop training programs for staff to improve their own pedagogical approaches to maximize academic quality and student outcomes
- Work with Faculties to review courses and develop gap analyses assessments against international best practice and advise/work with Faculties to achieve best practices.
- Responsibilities for UP's Academic Governance working closely with Academic Board and President
- Support and improve the teaching objectives of the Faculties by delivering guidance and mentoring (group and individual) on contemporary Learning and Teaching approaches particularly blended and flipped learning.
- Contribute to the development of new teaching approaches, course proposals and to the design of curricula which are academically excellent, coherent and intellectually challenging
- Ensure that course design and delivery comply with the quality standards and regulations of the University
- Provide advice and develop where appropriate study skills
- Identify the learning needs of students and work closely with Faculties to define learning objectives
- Perform other duties and assume additional responsibilities as assigned by the Director of Teaching & Learning

Liaison and Networking

- Participate in collaborative partnerships with external partners,
- Undertake various administrative responsibilities as required and as directed by the Director of Teaching & Learning. This may include areas such as assessment of progress, student attendance, teaching quality, student experience etc.
- Participate in faculty meetings
- Perform other duties and assume additional responsibilities as assigned by the Director of Teaching & Learning

II. Qualifications and Requirements:

1. Experience:

- At least 1 year leading Learning and Teaching Teams

2. Education:

- Bachelors (Masters preferred) degree in Learning and Teaching discipline

3. Skills/Competencies:

- Knowledge and experience of improving Learning and Teaching using QILT parameters
- Excellent communication skills and ability to work as a team
- Excellent oral and written command of English
- Excellent oral and written command of Khmer would be highly regarded
- Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students
- Experience of knowledge exchange related activities is desirable
- Experience of curriculum development

The University welcomes Cambodian and international candidates