



JOB DESCRIPTION

Position Title	:	National and International Engagement Officer
Department	:	Student Affairs & Partnerships
Report to	:	Director of Student Affairs & Partnerships
Reportee (if any)	:	Student volunteers
Location	:	Phnom Penh
Working hour	:	8:00 AM - 12:00 PM; 1:30 PM - 5:30 PM (Mon – Fri), Some Saturdays: 8:00 AM - 12:00 PM (Sat)

I. Position Summary:

The **National and International Engagement Officer** is responsible for providing oversight for University engagement initiatives. This position will work to ensure programs and activities are consistent with the mission and goals of the University and contribute to an enriched and robust quality of student life both locally and globally.

Duties and Responsibilities:

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

- Maximizing number of and leveraging International and domestic partnerships – ensuring active partnerships
- Expanding the scope of MOUs to cover all faculties and ensuring partnerships opportunities across all faculties
- Serving as a “host” and primary contact point as necessary for external visitors
- Having broad oversight of partnership/community activities
- Lead and represent the Department of Student Affairs and Partnerships in the day-to-day operations of the department, ensuring consistency of practice and maintenance of optimal service levels for students and local and international partners
- Interpret and implement UP policies and regulations, such as government, recreational and cultural activities, international education activities, student group activities
- Oversee and manage Memorandums of Understanding with local and international hospitals, NGOs and other university partners and ensuring they are up to date and updated regularly

- Plan, develop and implement scholarship student program and related activities
- Assist director of Student Affairs in the development, management and implementation of the organization's goals and objectives
- Supervise, control and evaluate student affairs programs and services
- Act with high degree of autonomy in program areas with major impact on students and their UP experience
- Serve as liaison with faculty and other departments to maintain a strong presence with students
- Serve as a translator for documents and in coordination with the Director
- Perform other related duties as required.

II. Minimum Qualifications and Requirements:

1. Education:

- Bachelor Degree in Education or a related major

2. Experience

- Minimum 1 year demonstrated administrative experience in an educational institution and/or demonstrated experience working with university students.
- Experience in leading and directing individuals either as a volunteer or professional staff manager.

3. Skills and abilities:

- Demonstrated knowledge of functions and the administration of such functions
- Ability to work with various constituents toward a vision
- Demonstrated interest and understanding of international education and global exchange
- Excellent communication skills, interpersonal, public speaking
- Advanced Khmer and English language skills
- Time management
- Good organization skills
- Ability to think critically
- Ability to work independently on a project

4. Personal Qualities

- Honest
- Demonstrates integrity
- Enthusiastic
- Creative
- Passion for education and enabling learning