

JOB DESCRIPTION

Position Title	:	English Lecturer
Department	:	English Department
Report to	:	English Program Coordinator & Administrator
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

Summary

University of Puthisastra, a health sciences and IT school in Cambodia’s capital, Phnom Penh, is looking for innovative EFL teachers to join our team for the 2018-2019 academic year. Employment will begin in mid-October.

The English coursework consists of general and academic language skills (speaking, listening, reading, writing), with tangential goals of increasing students’ ability to think critically and creatively. Our program favors project-based instruction, flipped learning and student-centered methodology.

I. Duties and Responsibilities:

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

- 40 hours/week on campus, which includes 15 hours/week teaching (90 minute lessons)
- Preparation of lessons and assessments
- Leadership of an extracurricular club, which is flexible according to instructor’s interest and expertise
- Participation in the academic support system (up to two hours per week)
- Collaboration with other instructors in course planning and other initiatives.

II. Minimum Qualifications and Requirements:

1. Experience:

- Experience instructing in a university or context with comparable students
- Demonstrated experience in preparing lessons and assessments

2. Education:

- Valid TESOL certificate or equivalent teaching credential