

## JOB DESCRIPTION

<b>Position Title</b>	:	<b>Events and Placement Officer</b>
<b>Department</b>	:	<b>Quality, Learning and Teaching, and Students</b>
<b>Report to</b>	:	<b>Student Support Coordinator</b>
<b>Reportees</b>	:	<b>nil</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh, Cambodia</b>
<b>Working Hours**</b>	:	<b>General Working Hour</b>

\*\*For some University events and other working requirements, it may be necessary to work outside of these hours, in which case Time Off in Lieu is available

### 1. The Department

The Quality, Learning and Teaching, and Students Department (QLTS) leads and supports the University's commitment to **Quality** – as articulated in the National Standards for Institutional Accreditation and the University's Strategic Plan; **Learning and Teaching** innovation and best practice; and **Students** – our goal to deliver an outstanding university experience for our students.

The Student Support Office (SSO) is located in QLTS. It comprises two separate but interconnected Units - the Student Experience Unit (SEU), and the Events and Placements Unit (EPU) in which this **Events and Placement Officer** role is located.

The EPU is responsible for the support of students in placements; and the planning and implementation of important University events.

### 2. The Role

This full time position reports to the Student Support Coordinator. The **Events and Placement Officer** is responsible for the support of students undertaking clinics, missions and other placements; and planning and implementation of important University events including Graduations, Orientation and Big Launch, Culture Day, Careers Conference, Student Awards, Student Clubs, Learning and Teaching Workshops and other events.

The **Events and Placement Officer** also takes responsibility for conducting ad hoc and regular Student Experience and University Experience surveys and questionnaires to assure quality student experiences.

The incumbent of this role acts with a significant degree of autonomy in activities with major impact on students and the student experience of the University.

### **3. Duties and responsibilities**

- Under leadership of the Student Support Coordinator, perform day-to-day operations of the EPU, ensuring consistency of practice and maintenance of optimal service levels
- Develop, implement and review the clinic, mission and other placements; and important University events including Graduations, Orientation and Big Launch, Culture Day, Careers Conference, Student Awards, Student Clubs, Learning and Teaching Workshops and other events that support the QILT Department's operational plan and University strategy and objectives
- Under guidance from the Student Support Coordinator develop, interpret and implement UP policies and regulations for activities associated with the EPU and broader University and SSO responsibilities
- Support the provision of safety and security of students on campus and at University-related events including field trips
- Support and perform, under guidance from the Student Support Coordinator other related duties and assume additional responsibilities as assigned by the Student Support Coordinator.

### **4. Liaison and Networking**

- Responsibility for liaison with faculties and departments in relation to student matters
- Research and administrative responsibilities as required and as directed by the Student Support Manager
- Review the efficiency and effectiveness of activities conducted by the EPU with other faculties and departments, with a view to continuous improvement
- Under guidance from the Student Support Coordinator, support the Quality Assurance processes of the Quality, Learning and Teaching, and Students Department by liaising across faculties and departments to support the University's commitment to the National Standards for Institutional Accreditation and the University's Strategic Plan in the areas of SSU responsibility

### **5. Qualifications and Requirements:**

- **Education and Experience:**
  - At least 1 year in a student support team or events management team, together with a Bachelor Degree in Education or similar (Master preferred); or a similar combination of qualification and relevant experience
- **Skills/Competencies:**
  - Demonstrated leadership capability and commitment to professional and personal development
  - Demonstrated ability to work independently and as part of the team
  - Demonstrated knowledge of principles and processes related to delivering excellence in leadership programs, career and learning support activities, and experience in implementing same
  - Demonstrated knowledge of student support functions and related administration
  - Demonstrated outstanding organizational and time management skills
  - Demonstrated outstanding communication skills – including fluent Khmer and English (written and spoken)