

JOB DESCRIPTION

Position Title	:	Admin Officer & Part-time lecturer
Department	:	ICT Department
Report to	:	Vice-Dean of ICT
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary

The University is seeking a full-time candidate as Admin Officer and Part-Time Lecturer for the ICT Department. This role oversees the ICT Department administrative functions, and collaborates with the head of the ICT Department and other departments to support continuing ICT programs, manage and maintain day-to-day administrative support operations of the department. The role also includes lectures for subjects related to Critical Thinking,

II. Role Involves

- Responsible for all administrative matters of the ICT Department and performs support tasks for department faculty in the execution of their teaching, service, and scholarly activities
- Planning and organizing programs and activities as well as carry out important operational duties.
- Developing and implementing procedures to ensure the smooth continuity of the courses.
- Serve as principal source of information to students, lecturers
- Take the lead on the coordination of the short courses
- Prepare courses and give lectures related to Critical Thinking subject
- Support in the admission process of the students
- Support in the production of the annual reports to Ministries (ACC, HED)

This varied role requires the exercise of independent judgment and initiative, strong administrative and excellent interpersonal skills.

III. Duties and responsibilities

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

- Prioritize and execute academic support tasks assigned by faculty including schedules management
- Main coordinator for the organization of the short courses: information collection from instructors, scheduling, submission to registrar and marketing

- Serve as point of contact for students and lecturers for administrative purposes
- Collect information from lecturers to keep updated the courses content base, course plans, syllabus, scores
- Follow-up on the attendance and check timesheets
- Support on the preparation of events, social activities
- Building effective working relationships with other Departments
- Schedules and coordinates meetings and appointments as requested
- Undertake other responsibilities as assigned by the management
- Ensure implementation of policies and practices
- Create pedagogic documents (syllabus, lesson plans, assessments...) for the courses taught in Critical Thinking subject and give lectures
- Support on the review of the program reports for the ACC and HED (Higher Education Department) in coordination with the ICT Department and the Quality, Learning and Teaching, and Students Department (QLTS)
- Inform incoming students and support on their enrollment process in coordination with the Admission Office
- Support on the preparation of events in coordination with the Marketing department.

IV. Minimum Qualifications and Requirements:

1. Experience:

- At least 2 years of work experience as Administrative office or a similar role.
- Experience in teaching Critical Thinking subject

2. Education:

- Bachelor's degree or other relevant degrees.

3. Skills/Competencies:

- Strong oral and written skills
- Be proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Ability to work independently and as a team
- Demonstrated ability to make independent judgment and work under pressure
- Strong interpersonal skills
- Ability to interact successfully with student body, faculties and administration

4. Personal Qualities

- Honesty, Integrity, Enthusiasm, Creativity, and passion for education and enabling learning.
- Strong sense of initiative, dedication, and responsibility
- Organized and detail-oriented