

JOB DESCRIPTION

Position Title	:	Lead Immunology Lecturer
Faculty	:	Health Sciences and Biotechnology
Reports to	:	Head of Health Sciences
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh,
Cambodia		

I. Position Summary

University of Puthisastra, a leading health sciences and IT University in Cambodia's capital, Phnom Penh, is looking for a full time or maximum part time (4 days a week) Lead Immunology lecturer for the 2019-2020 academic year. Employment will begin in April 2020.

II. Role & Responsibilities of Lecturer:

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

1. Report to the Head of Health Sciences, and carry out the following:
 - Instruct assigned coursework in the subjects of Immunology
 - Operate as a lead lecturer of assigned courses (ensure coordination and consistency between all lecturers of the course, orient new lecturers, etc.)
 - Create course syllabi, lecture planning, preparation and research for Immunology courses
 - Ensure adherence to quality standards, deadlines, and proper procedures regarding course creation and delivery.
 - Review and improvise course curriculum
 - Evaluate lecturers in teaching methodology, student assessment and evaluation and curriculum development.
 - Discuss job performance with lecturers and report with feedback and suggestions to the Head of Health Sciences for improvement and filling the gaps.
 - Coordinate activities between faculties teaching the Immunology courses.
 - Check and assess students' work
 - Maintain accurate and complete student records.
 - If necessary, conduct exam review session re-sit.
 - Prepare reports on students and faculty with suggestions and recommendations for improvements.
 - Other tasks related to pedagogical learning and teaching.
 - Encourage personal development in faculty and students via tutorial or pastoral work
 - Attend staff meetings
 - Explore writing research proposals, papers and other publications
 - Read academic journals
2. Maintenance a total of 21 or more student contact hours between the above roles.

III. Minimum Qualifications and Requirements:

1. Education:

- Bachelor's Degree in Health Sciences

2. Experience:

Teaching experiences in the subject of Immunology preferred

3. Skills/Competencies:

- Ability to foster internal communication with faculty, staff, students, and others and deep appreciation of the importance of building strong relationships with students and to significantly improve the learning environment at the University
- Competence in MS Office and other general computer skills
- Oral and written communication skills in English and Khmer, including the ability to type in Khmer fonts
- Strong interpersonal skills
- Willingness to develop new skills
- Bilingual in Khmer and English

4. Personal Qualities:

- Honesty, integrity, resourcefulness, curiosity and enthusiasm about education and learning