

JOB DESCRIPTION

Position Title	:	Lead General Sciences Lecturer
Faculty	:	Foundation Year
Reports to	:	Foundation Year Director
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh, Cambodia

I. Role & Responsibilities of Lecturer/ Mentor:

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

1. Report to the Foundation Year Director, and carry out the following:
 - Instruct assigned foundation year science coursework
 - Operate as a lead lecturer of assigned courses (ensure coordination and consistency between all lecturer of the course, orient new lecturers, etc.)
 - Assist the Director of Foundation Year and Head of Health Science in the development of science curriculum and collecting learning resources.
 - If necessary, conduct exam review session re-sit.
 - Create course syllabi, lecture planning, preparation and research for Foundation Year Science/Specialized Health Science Courses
 - Ensure adherence to quality standards, deadlines, and proper procedures regarding course creation and delivery.
 - Review and improvise course curriculum
 - Design and conduct training for innovative pedagogical methods for science lecturers.
 - Evaluate Science faculty in teaching methodology, student assessment and evaluation and curriculum development.
 - Discuss job performance with faculty and report with feedback and suggestions to the director of foundation year for improvement and filling the gaps.
 - Coordinate activities between departments teaching the science courses.
 - Check and assess students' work
 - Maintain accurate and complete student records.
 - 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. Support Critical Thinking coursework:
 - Instruct assigned critical thinking courses
 - Assist in development/ modification of critical thinking coursework
3. Maintenance a total of 20 or more student contact hours between the above roles.

II. Minimum Qualifications and Requirements:

1. Education:

- Bachelor's Degree in education and/ or Health Science

2. Experience:

- Some office/ teaching experiences, preferably in an education institution

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, Google Docs 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