



JOB DESCRIPTION

Position Title	:	Information Officer
Department	:	Marketing
Report to	:	Marketing & Communication Coordinator
Reportee (if any)	:	N/A
Location	:	Phnom Penh
Working hour	:	8:00 AM - 12:00 PM; 1:30 PM - 5:30 PM (Mon – Fri), 8:00 AM - 12:00 PM (Sat)

I. Position Summary:

The Information Officer will work under the support function Marketing & Communications Department of the University of Puthisastra (UP). They will contribute their ideas and skills in helping the Marketing team reach its goals and objectives. They will support the Marketing team in being the information gatekeepers to ensure all information communicate in and out of the university is aligned with the UP Brand.

II. Duties and Responsibilities:

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

- Make sure that the security, accessibility and quality of the information remains consistent
- Responsible for making sure all information university-related are up to date
- Manage the University's social media platforms, especially inquiries from current students, potential students and partners
- Manage inquiries through phone calls, social media messages, emails, etc.
- Act as the University Front Desk and receive walk-in inquiries & guests
- Coordinate with all departments regarding which information is to be communicated internally and externally
- Co-managing the Marketing Calendar
- Assist with organizing and contribute ideas to marketing events
- Monitor Marketing Needs Request
- Coordinate workflow, which includes multiple projects at one time, and productivity effectively with delivering schedules, budgets and creative targets
- Contribute ideas for marketing campaigns
- Perform other related duties as required

III. Minimum Qualifications and Requirements:

1. Education:

- Minimum Bachelor Degree in Communications and/or Marketing

2. Experience

- Minimum 1-year work experience as receptionist / admin / communications officer/information officer

3. Skills and abilities:

- Social media savvy--is knowledgeable in being an admin of social media accounts
- Demonstrated knowledge of principles and processes for delivering services
- Personable and approachable
- Strong command of English in both written and spoken
- Good communication skills, interpersonal, public speaking
- Be able to manage time well and good organization skills

4. Personal Qualities

- Honest
- Integrity
- Enthusiasm
- Values teamwork
- Collaborative
- Creativity and Passion for education and enabling learning