



## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Computer Applications Lecturer</b>
<b>Department</b>	:	<b>Faculty of Information and Communication Technology</b>
<b>Report to</b>	:	<b>Vice-Dean of ICT</b>
<b>Reportee (if any)</b>	:	<b>N/A</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>
<b>Working hours</b>	:	<b>Part-Time / Full-Time</b>

### I. Position Summary:

- Teach Computer Applications subject which includes introductions to: Email, Google Classroom, Microsoft Office (Word, Excel, PowerPoint), Windows, Internet browsing
- Develop instructional content for course enhancement
- Mentor students on various subjects, including projects

### II. Duties and Responsibilities:

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

- Create training content and develop new topics for projects and exams
- Prepare course syllabus, and weekly lesson plan
- Implement the training program
- Suggest areas for improvement
- Prepare the practical activities
- Prepare the exams

### III. Minimum Qualifications and Requirements:

#### 1. **Experience:**

- At least 3 years of experience in the IT industry
- Experience in developing and delivering training / effective support materials
- Experience in Microsoft Office (Word, Excel, PowerPoint)

#### 2. **Education:**

- Bachelor Degree or other relevant degrees

#### 3. **Skills/Competencies:**

- Microsoft Windows
- Advanced google search, internet browsing
- Computer security
- Strong oral and written skills
- Ability to work independently and as a team
- Strong interpersonal skills
- Ability to interact successfully with student body, faculties and administration

#### **4. Personal Qualities**

- Honesty, integrity, enthusiasm, creativity, and a passion for education and enabling learning.
- Strong sense of initiative, dedication, and responsibility
- Good pedagogy, patience and attentiveness
- Organized, rigorous, reliable
- Communicative, good editorial skills