

JOB DESCRIPTION

Position Title	:	Full Time Lead Lecturer - Research Methodology
Faculty	:	Foundation Year
Reports to	:	Foundation Year Director
Reportee (if any)	:	Part-time Research Methodology Lecturers
Location	:	University of Puthisastra, Phnom Penh, Cambodia

I. Position Summary

The purpose of the role is to support and maintain excellence in teaching Research Methodology Course in Foundation Year.

Contribution to teaching within the department/faculty, will include course development and innovation, lecturing, conducting seminars and supervising Foundation Year student research projects. Contribution to excellence through overall contribution of the department/faculty, where appropriate.

II. Role & Responsibilities of Lecturer/ Mentor:

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

1. Essential

a. Teaching:

- Bilingual in Khmer and English
- Minimum 21 hours per week of contact and teaching time with Foundation Year students
- Writing lecture material and handouts and presenting information in lectures;
- Create course syllabi, lecture planning, preparation and research for Foundation Year Research Methodology Course
- Review and improvise course curriculum
- Ensure adherence to quality standards, deadlines, and proper procedures regarding course creation and delivery.
- Seminars and tutorials;
- Marking student papers;
- Maintain accurate and complete student records in the course.
- Be a member of departmental planning team to determine teaching program for the academic year;
- Takes feedback from students to improve teaching methodologies and content within the department/faculty; for example, will make changes to course material;
- Changing and adapting course material following research;
- Providing guidance and advice to students e.g. advice or pastoral care regarding academic issues.

b. Examinations:

- Writing examination papers;
- Marking examination papers for foundation year students;
- Writing examination reports for faculty/departmental review;
- Providing references for students.

c. Administration:

- Be member of departmental/faculty subject group, determining teaching requirements;
- Participate in relevant committees within department/faculty;
- Occasionally participate in school/University committees where appropriate and/or where invited.
- Undertake additional duties as appropriate.

2. Desirable

a. Research – publications:

- Writing papers on topic relevant to specialist subject area. This will include journals, books and other material.

III. Minimum Qualifications and Requirements:

1. Education:

- Educated to a degree level in relevant specialist subject area.
- Will keep up-to-date with the latest thinking in specialist subject area by reading other academic material, and active discussions with other academics in the field – this may be internally at the University and/or with colleagues at other institutions.

2. Experience & Skills:

- Experience of giving lectures and seminars to undergraduate students.
- Experience of developing teaching material for lectures and seminars.

3. Personal Qualities:

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