



**JOB DESCRIPTION**

<b>Position Title</b>	:	<b>Lecturer of Academic Skills Development Course</b>
<b>Department</b>	:	<b>Foundation Year</b>
<b>Report to</b>	:	<b>Director of Foundation Year</b>
<b>Reportees</b>	:	<b>N/A</b>
<b>Employer</b>	:	<b>University of Puthisastra</b>
<b>Location</b>	:	<b>Phnom Penh, Cambodia</b>

**I. Position Summary:**

1. Teach Academic Skills Development Course which includes teaching and familiarizing students with the following:

**Independent learning environment:**

Understanding and reviewing all courses and discussing, commenting and giving feedback on course outlines and assessment in discussion format classes.

**Learnability and learning skills:**

A series of workshop style - discussion based classes, demonstrating the importance of understanding personal learning styles, importance of independent problem solving followed by progressive introduction and adaptation strategies of new and mixed styles of learning.

**Collegiality amongst peers:**

Research project that induces interaction and communication between FY students as well as the staff at UP

The course is designed to help with transitioning into the University and all components are geared towards making students ready to be integrated into the university environment.

2. To cooperatively work with other fellow lecturers to design course materials, learning and teaching methods and assessments, and develop weekly lesson plans.

**II. Duties and Responsibilities:**

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

- Teach one (or more) class three hours per week
- Attend monthly course meetings
- Develop up-to-date course outlines, lectures, handouts, learning resources and assessments
- Manage project-based
- Handle online based curriculum classes
- Design and mark assessments

**III. Minimum Qualifications and Requirements:**

**1. Experience:**

- Experience in teaching at universities in a relevant subject

**2. Education:**

- A holder of minimum bachelor's degree

**3. Skills/Competencies:**

- Have an understanding of learning styles and teaching methodologies catering to the different learning style
- Be able to communicate effectively
- Work in close collaboration with colleagues and staff members,
- Work in a multicultural environment
- Be tech savvy

**4. Personal Quality**

- Strong communication (both interpersonal and intrapersonal) skills
- Good leadership skills and able to work under pressure
- A good team player with positive attitude
- Organized
- Flexible and innovative
- Keen to build own competency in teaching, learning and assessing