



JOB DESCRIPTION

Position Title	:	Engagement and Partnerships Officer
Department	:	Quality, Learning and Teaching, and Students Department
Report to	:	Director of Quality, Learning and Teaching, and Students
Reportee (if any)	:	Student volunteers
Location	:	Phnom Penh
Working hour	:	General Working hour

1. The Department

The Quality, Learning and Teaching, and Students Department (QLTS) leads and supports the University's commitment to **Quality** – as articulated in the *National Standards for Institutional Accreditation* and the University's *Strategic Plan*; **Learning and Teaching** innovation and best practice; and **Students** – our goal to deliver an outstanding university experience for our students.

The **Students** component in QLTS comprises two separate but interconnected units – Student Support (including Events & Placements, and Student Experience) and Engagement and Partnerships in which this **Engagement and Partnerships Officer (EPO)** role is located.

2. The Role

This full time position reports to the Director, Quality, Learning and Teaching, and Students. The EPO is responsible for the development and coordination of University-sponsored community engagement initiatives. The position ensures that programs and activities are consistent with the mission and goals of the University and contribute to an enriched and robust quality of student life both locally and globally. In coordinating and developing external engagement activities, the EPO supports faculties to develop and maintain Memoranda of Understanding, formal partnerships, and the establishment and maintenance of a robust UP Alumni organization.

The incumbent of this role acts with a significant degree of autonomy in activities with major impact on students and the student experience of the University, and builds the University's reputation through development of local and international partnerships, formal MoUs, and engagement with alumni.

3. Duties and responsibilities

- Under leadership of the Director, support the Department of QLTS in the day-to-day operations of the department, ensuring consistency of practice and maintenance of optimal service levels for faculties, students, local and international partners and alumni
- Interpret and implement UP policies and regulations relevant to the role

- Timely support of faculty members, to coordinate and develop Memoranda of Understanding with local and international hospitals, NGOs and other university partners
- Plan, develop and implement related activities and assist Director, QLTS in the development, management and implementation of the organization's goals and objectives
- Supervise, control and evaluate engagement and partnership programs and services
- Proactively engage with faculty colleagues, external partners and graduated students program areas with major impact on students and their UP experience
- Serve as liaison with faculty and other departments to maintain a strong presence with students
- Serve as a translator for documents and in coordination with the Director, Quality, Learning and Teaching, and Students
- Support important University events including, but not limited to, Graduations, Orientation and Big Launch, Culture Day, Careers Conference, Student Awards, Student Clubs, Learning and Teaching Workshops and other events, as required
- Perform other related duties and assume additional responsibilities as assigned by the Director, Quality, Learning and Teaching, and Students

4. Liaison and Networking

- Responsibility for liaison with faculties and departments in relation to student matters
- Research and administrative responsibilities as required and directed by the Student Support Manager
- Review the efficiency and effectiveness of activities conducted by the SSO with other faculties and departments, with a view to continuous improvement
- Under guidance from the Student Support Manager, support both specifically Student Support-related and broader University-wide Quality Assurance processes by liaising across faculties and departments to support the University's commitment to the *National Standards for Institutional Accreditation* and the University's *Strategic Plan* in the areas of SSO responsibility.

5. Qualifications and Requirements:

- **Education and Experience:**
 - A Bachelor Degree in Education, Marketing or similar qualification.
 - At least one year working in a related field (preferred)
 - Experience working with students (preferred) or a similar combination of qualification and related experience.
- **Skills/Competencies:**
 - Interest, knowledge and understanding of the principles and practice of international education and global exchanges and
 - Interest, knowledge and understanding of the principles and practice of delivering excellence in activities and practices associated with developing and maintaining professional institutional partnerships with colleagues, external partners and university alumni
 - Leadership capability and commitment to professional and personal development
 - Ability to work independently and as part of the team
 - Outstanding organizational and time management skills
 - Outstanding communication skills – including fluent Khmer and English (written and spoken)