

## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Part-time English Lecturer</b>
<b>Department</b>	:	<b>English Department</b>
<b>Report to</b>	:	<b>English Program Coordinator &amp; Administrator</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**

University of Puthisastra, a health sciences and IT school in Cambodia's capital, Phnom Penh, is looking for innovative EFL teachers to join our team for the 2019-2020 academic year. Employment will begin in mid-October.

The English coursework consists of general and academic language skills (speaking, listening, reading, writing), with tangential goals of increasing students' ability to think critically and creatively. Our program favors project-based instruction, flipped learning and student-centered methodology.

### **II. Duties and responsibilities**

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

- 20 hours/week on campus, with teaching assignments to be agreed upon between the lecturer and the Head of English
- Preparation of lessons and assessments
- Participation in the academic support system (up to two hours per week, if needed)
- Collaboration with other instructors in course planning and other initiatives.

### **III. Minimum Qualifications and Requirements:**

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

- Experience instructing in a university or context with comparable students
- Demonstrated experience in preparing lessons and assessments

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

- Valid TESOL certificate or equivalent teaching credential