

JOB DESCRIPTION

Position Title	:	Program Assistant
Faculty	:	Nursing
Report to	:	Dean, Nursing & Midwifery
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary

- To assist the Program Manager in effectively delivering the BSNB program in accordance with both MOH requirement and the high quality of education delivered at UP
- To assist wider Faculty in MOH exit exam processes as required

II. Duties and Responsibilities:

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

- Work with Program Manager to ensure quality UP teaching, assessment and evaluation processes are followed by part time lecturers.
- Carry out academic administrative duties pertaining to the running of the Bachelor Health Sciences Bridging program as directed by Program Manager
- Liaise with other UP departments to ensure smooth processes within the BSNB program
- To maintain a regular profile of BSNB program working with marketing dept.
- Assist Program Manager to organize and manage students placements for practicum
- Assist with OSCE in the associate program and exit exams across faculty as required
- Ensure clear communication and reporting in all activities to keep senior staff informed at all times.
- Perform other functions appropriate to the position as may be directed by the Dean.

III. Qualifications and Requirements:

1. **Education:**

- Associate Degree in Nursing

2. **Experience:**

- Minimum two years of clinical nursing experience

3. **Skills/Competencies:**

- Strong methodical organisation skills
- English language proficiency
- Critical thinking and problem solving skills
- Strong communication skills
- Ability to work independently while also functioning as a member of a team
- Strong time management skills, ability to keep to deadlines
- Strong computer skills: internet searching, power point,
- Commitment, patience and ability to work under pressure

4. Personal Quality

- Passion for contributing to nursing profession
- Is positive and solution focused
- Always searching for new ways to improve quality of training for students
- Enjoys sharing knowledge
- Well prepared
- Interacts well with team, students and lecturers