

JOB DESCRIPTION

Position Title	:	Science Course Coordinator
Faculty	:	Foundation Year
Report to	:	Director of Foundation Year
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary

The purpose of the role is to support and maintain excellence in teaching in foundation year. Contribution in addition to teaching the courses, will include course development and innovation in teaching and overall involvement within department/faculty, where appropriate.

II. Duties and Responsibilities:

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

1. Teaching

- Bilingual in Khmer and English
- Minimum 21 hours per week of face to face time with Foundation Year students
- Creating course syllabi, lecture materials and handouts, lecture planning, preparation and research for Foundation Year science courses
- Reviewing and improvising course outline
- Adherence to quality standards, deadlines, and proper procedures regarding course creation, delivery and assessment.
- Developing and delivering tutorials.
- Marking student assessments.
- Maintaining accurate and complete student records in the course.
- Member of departmental planning team to determine teaching methodology for the academic year.
- Taking feedback from students to improve teaching methodologies and content within the department/faculty; for example, will make changes to course material for next academic year.
- Changing and adapting course materials following research.
- Providing guidance and advice to students, e.g. academic advice or pastoral care

2. Research – publications

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

3. Research – active

- Investigating new areas of research within specialist subject area;
- Identifying research topic;
- Applying appropriate research methodologies for research and analysing results/conclusions to formulate new concepts and ideas;
- Writing reports to relevant bodies about progress of research.

4. Examinations

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

5. Administration

- Member of departmental/faculty subject group, determining teaching requirements;
- Participate in relevant committees within department/faculty;
- May, on occasion, participate in school/University committees where appropriate and/or where invited.
- Design and conduct training for innovative pedagogical methods
- Undertake additional duties as appropriate.

6. Service Delivery

- Takes feedback from students to develop and monitor teaching in his/her specialist subject area. S/he is likely to do this as part of a working group within the department/faculty.
- Participate in committee work that affects the running and development of facilities, policies and procedures within the department/faculty

7. Teaching/Training

- Team Development
 - Induct new members of academic staff in department/faculty.
 - Perform appraisals (where appropriate).
 - Gives guidance, support and, on occasions, some specific training to other members of staff within the department/faculty
- Teaching and Learning Support
 - Practical lectures and seminars to foundation year students. This will include standard information sessions e.g. how to use particular equipment or how to apply a particular research methodology.
 - Gives lectures and seminars to foundation year students. This will include lectures, and supervision of project work.
 - Assessing student work and giving feedback.
 - Course development – assessing feedback from students and making necessary adaptations to teaching material and course content.
 - Perform other duties as assigned by Head of Department/Dean

III. Qualifications and Requirements:

1. Education

- Educated to degree level in relevant specialist subject area.

2. Experience/ Essential knowledge

- Bilingual in Khmer and English
- Experience of teaching.
- Experience of developing teaching materials.
- 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.

3. Preferable knowledge, skills and experience

Invited to give papers at conferences.