

JOB DESCRIPTION

Position Title	:	Director of QLTS (Quality, Learning and Teaching, and Students)
Department	:	QLTS
Report to	:	President
Reportee (if any)	:	Manager, Teaching & Learning Co-ordinator, Student Services Manager, Learning Centre Engagement and Partnership Officer
Location	:	University of Puthisastra, Phnom Penh

The Director of QLTS is a senior member of Leadership Team, responsible for 4 departments:

1. Learning and Teaching
2. Learning Centre (Library)
3. Student Services
4. Engagement and Partnerships

1. Duties and Responsibilities – QLTS (General)

- Lead, develop and engage a high performing professional team to be positive contributors to continuous development and improvement across the services for the benefit of staff and students.
- Provide strategic leadership, including development and regular review of the QLTS strategic plan, ensuring that implementation is consistent with overall faculty and UP strategy
- Direct, support, guidance, monitoring, inspection, evaluation and reporting of the policies and processes for the assurance and auditing of quality and standards at the University as identified by the ACC and Cambodian Curriculum Framework

2. Duties and Responsibilities – Learning and Teaching

- Lead the development, assessment and improvement of Learning and Teaching team to meet and support UP's mission and strategic plan
- Continue the development of a community of practice in pedagogies that are relevant to UP, contemporary and focused on enhancing student experience for flexible, digital and blended learning contexts.
- Advise relevant groups on trends and developments in pedagogy, learning and assessment design practices, and policy
- Lead and develop training programs for staff to improve their own pedagogical approaches to maximize academic quality and student outcomes
- Provide independent advice to the President and Faculties regarding Academic Quality, compliance

and benchmarking to international best practice

- Work with Faculties to review courses, and develop gap analyses assessments against international best practice and advise/work with Faculties to achieve best practices.
- Support and improve the teaching objectives of the Faculties by delivering guidance and mentoring (group and individual) on contemporary Learning and Teaching approaches particularly online, blended and flipped learning.
- Contribute to the development of new teaching approaches, course proposals and to the design of curricula which are academically excellent, coherent and intellectually challenging
- Ensure that course design and delivery comply with the quality standards and regulations of the University
- Provide training and support to staff on modern Learning and Teaching approaches and enable Learning and Teaching Champions.
- Investigate and develop innovative teaching, learning and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to UP or department
- Perform other duties and assume additional responsibilities as assigned by the President

3. Duties and Responsibilities – Student Services

- Lead the development, assessment and improvement of Learning and Teaching team to meet and support UP's mission and strategic plan
- Lead the development, assessment and improvement of student services and experience to meet and support UP's mission and strategic plan
- Manage all administrative tasks relating to the department and manage staff in the Department
- Develop relationships with students and student leaders, and communicate with students effectively and regularly
- Understand the needs of academic faculties and departments and work with them to develop relationships that support their departments and their students.
- Oversee selection of students for scholarships and opportunities to work/study abroad
- Work with the marketing department to promote student clubs, community activities and programs
- Design, coordinate and implement programs and services for students in response to their needs (Including career development skills and leadership workshops, career advisory sessions to outreaches and community programs)
- Research opportunities and processes to develop online engagement and support for students

4. Duties and Responsibilities – Learning Centre

- Lead the strategic and operational improvement of Learning Centre team to provide to support contemporary learning, teaching and research
- Develop an innovative strategy that transforms Learning Centre services, particularly in relation to digital and blended learning provision.

- Provide training on teaching methods and tools including online, flipped learning for staff and students
- Develop and oversee Digital Learning facilitators in provision of quality training and support for staff and students
- Oversee the operation of the library to ensure that the library management and library system run smoothly
- Foster an attractive library environment that allows students to access relevant learning and research materials with ease

5. Duties and responsibilities - Engagement and Partnerships

- Lead the development, assessment and improvement of Engagement and Partnerships to meet and support UP's mission and strategic plan
- Develop and manage relationships with University alumni to build mutually-productive partnerships locally, nationally, and internationally.
- Manage and improve relationships with current partners and identify and develop new partnerships with educational institutions, NGOs, health care service providers, companies and relevant industry players in health care and technology to facilitate student exchanges, internships, volunteer opportunities and personal development opportunities.

6. Minimum Qualifications and Requirements:

1. Experience:

- At least 3 years as a senior Academic and/or leader of Learning, Teaching, and Student Support Teams
- Proven experience of working within a regulatory framework;
- An experienced administrator with Knowledge and understanding of quality assurance in a University context;

2. Education:

- Bachelors (Masters preferred) degree in Learning and Teaching discipline

3. Skills/Competencies:

- Demonstrated expertise in contemporary pedagogical thinking, flexible learning approaches and innovative digital technologies to shape new learning experiences.
- Demonstrated ability to draw upon new and emerging technologies and practice for the effective application of innovative use of tools and learning and assessment pedagogies
- Demonstrated knowledge and application of student services functions
- Demonstrated knowledge of principles and processes for delivering student services.
- Excellent communication skills and ability to work as a team
- Excellent oral and written command of English
- Excellent oral and written command of Khmer would be highly regarded
- Knowledge of higher education and ability to use a range of delivery techniques to enthuse and

engage students

- Experience of knowledge exchange related activities is desirable
- Experience of curriculum development

The University welcomes Cambodian and international candidates