



JOB DESCRIPTION

Position Title	:	Foundation Year English Program Coordinator
Department	:	English Department
Report to	:	Head of English
Reportees	:	English Lecturers
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Duties and Responsibilities:

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

- Assist the Head of English in maintaining and supervising a cohesive team of English Lecturers.
- Advise and evaluate the lecturers, both as a team and individually, as the Lead Lecturer for Foundation Year & Year 2 English.
- Work with the Lead Lecturer for Year 3 & Year 4 English, the English team and the Teaching and Learning Department to continue the development of the curriculum and the materials.
- Administer and invigilate English language placement exams, and then be responsible for placing students in appropriate skill groups. Facilitate end-of-year re-test and result evaluation.
- Assist in the organization and the running of extra-curricular clubs.
- Lead an extra-curricular or co-curricular club.
- Liaise with the University management to ensure an excellent working relationship between the English Programme and the Foundation Year team.
- Regularly liaise with the Head of the English Department and the Director of Foundation Year to ensure the smooth operation and progress of the English programme.
- Problem solve as needed and perform any duties as reasonably required within the role.

II. Minimum Qualifications and Requirements:

1. Experience:

- Five years of experience in higher education preferred, but not essential;
- Substantial experience in roles involving significant levels of administrative work.
- Prior experience of online teaching, including the use of online teaching platforms (e.g. Moodle, Canvas, Google Classroom etc.).
- Prior experience in a leadership role.

2. Education:

- BA/BSC or equivalent certificate.
- Masters Degree in Teaching and Learning preferred, but not essential.
- TEFL/TESOL or equivalent certificate.

3. Skills/Competencies:

- Native level English speaker (essential).
- Excellent written and verbal communication skills in English.
- Proven ability to work with and value the diversity of both colleagues and students.
- Ability to be creative and exercise initiative.

- Strong interpersonal skills to interact successfully with both academic and non-academic university colleagues.
- An understanding of the Higher Education environment.
- Must be proficient in Microsoft Office Suite software.

4. Personal Qualities:

- Must have a positive attitude to the role.
- Must be responsible, timely and fully capable of independent work, including working from home.
- Must be a strong communicator and a good listener.
- Should be able to develop strong networks and professional relationships, both internally and with external partners and stakeholders.