

## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>English Lecturer</b>
<b>Department</b>	:	<b>English Department</b>
<b>Report to</b>	:	<b>Head Of English &amp; Foundation Year English Programme Coordinator</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**

The University of Puthisastra, a Health Sciences & IT School in Cambodia's capital city, Phnom Penh, is looking for (an) innovative EFL teacher(s) to join our team. Employment will begin on 4th January 2021.

The English teaching content consists of General English (reading, writing, speaking, listening and grammar), Academic English, Critical Thinking in English and Professional English in Health Sciences contexts, with the aim of increasing students' abilities to use English, alongside teaching essential soft skills to prepare them for their future careers in health science industries.

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

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

- 44 hours per week on campus, which includes 21 hours of Student Contact Hours (SCH). SCH for lecturers are agreed in consultation with the Head of Department (HOD).
- Preparation of lessons, exams and other assessments.
- Leadership of an extracurricular club, which is flexible according to the Employee's interests and expertise.
- Collaboration with other lecturers and university colleagues in course planning.

### **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/TEFL Certificate or teaching qualification that is at least equivalent.