



## JOB DESCRIPTION

<b>Position Title</b>	:	<b>English Lecturer</b>
<b>Department</b>	:	<b>English Department</b>
<b>Report to</b>	:	<b>Head of English Department</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 to join our team. Employment will begin on Monday, 22nd February 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).
- Providing teaching to students in our Foundation Year, Year 3 & Year 4 English courses (cover for other courses may be required on occasion).
- Preparation of lessons, exams and other assessments.
- Support 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 of teaching in a university (preferred but not essential), or comparable context with students.
- Experience in preparing lessons, exams and other assessments.

#### 2. Education:

- Valid TESOL/TEFL Certificate or teaching qualification that is at least equivalent.
- BA/BSC or equivalent certificate.
- Masters Degree in Education or Teaching & Learning preferred, but not essential.