

JOB DESCRIPTION

Position Title	:	English Lecturers
Department	:	English Department
Report to	:	Head of English Department
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary

Due to a likely increase in the number of students that the university will be admitting onto our Foundation Year programme of study this year, we are recruiting for English Lecturers on a 'standby' basis. Any appointments will be made on a rolling monthly, fixed-term contract basis initially, until such time as we are able to identify the precise number of students we will be providing teaching to. Contracts may then be extended until the end of the academic year and possibly beyond. Successful applicants will need to be available to commence work within 3 days of an offer being made by UP

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, 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 English courses (cover for other courses may be required on occasion).
- Preparation of lessons, exams and other assessments.
- Support of curricular, 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.