



JOB DESCRIPTION

| | |
|--------------------------|---|
| Position Title | : Administrative Manager |
| Faculty | : Medicine |
| Report to | : Assistant Dean for Academic Affairs |
| Reportee (if any) | : N/A |
| Location | : Faculty of Medicine, University of Puthisastra, Phnom Penh |

I. Duties and Responsibilities:

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

- Prepare in each semester the lecture schedule for MD students, under the guidance of the Assistant Dean for Academic Affairs
- Collect course outlines, learning outcomes, list of course books from lecturers to be ready at least one month before the start of each semester
- Review the students' assessment of lecturers and prepare a summary to be submitted to the Dean within one month after the end of each semester
- Under the guidance of the Assistant Dean for Academic Affairs, liaise with the Office of the Registrar to prepare MD end-of-semester exams and exit exams, including OSCE.
- Collect marked exam materials.
- Perform other duties and assume additional responsibilities as assigned by the Dean and the Assistant Dean for Academic Affairs.

II. Minimum Qualifications and Requirements:

1. Experience:

- Work experience, especially in a university, preferable but not essential

2. Education:

- Bachelor's degree in any field

3. Skills/Competencies:

- Ability to work independently while also being a good member of a team
- Strong English proficiency: Reading, Speaking, Listening and Writing
- Strong computer skills: Microsoft Word, Excel and PowerPoint

4. Personal Qualities:

- Strong communication skills
- Strong leadership and coordinating skills
- Good attitude and behaviour
- Ability to work under pressure
- Strong critical thinking and problem-solving abilities