



JOB DESCRIPTION

Position Title	:	Program Coordinator and Lecturer Math and Chemistry
Faculty	:	Health Sciences and Biotechnology
Reports to	:	Director of Health Sciences
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh, Cambodia

Summary

University of Puthisastra, a leading health sciences and IT University in Cambodia's capital, Phnom Penh, is looking for a full time Program Coordinator and lecturer Chemistry and Math for the new program Bachelor of Science Research, for the 2021-2022 academic year. Employment will begin in July 2021.

I. Role & Responsibilities of Lecturer:

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

1. Report to the Head of Health Sciences, and carry out the following:

As a lecturer:

- Instruct assigned coursework in the subjects of Research Techniques in Chemistry and Math for Natural Scientists/ Data Collection and Analysis
- Operate as the coordinator of the program (ensure coordination and consistency between all lecturers of the program, orient new lecturers, etc.)
- Create course syllabi, lecture planning, preparation and research for the Research Techniques in Chemistry and Math for Natural Scientists/ Data Collection and Analysis courses
- Ensure adherence to quality standards, deadlines, and proper procedures regarding course creation and delivery.
- Review and improvise course curriculum
- Evaluate lecturers in teaching methodology, student assessment and evaluation and curriculum development.
- Discuss job performance with lecturers and report with feedback and suggestions to the Head of Health Sciences for improvement and filling the gaps.
- Check and assess students' work
- Maintain accurate and complete student records.
- If necessary, conduct exam review session re-sit.
- Prepare reports on students and faculty with suggestions and recommendations for improvements.
- Other tasks related to pedagogical learning and teaching.
- Encourage personal development in faculty and students via tutorial or pastoral work
- Attend staff meetings
- Explore writing research proposals, papers and other publications
- Read academic journals

As a program coordinator:

- Coordinate BoSci Research program to provide and deliver a scaffolded solid science-based BoSci Research program
 - Support to faculty's management and ensure that the BoSci Research program makes a full contribution to UP objectives
 - Assist an infrastructure for organizing teaching across the BoSci Research program that supports the quality of the learning environment
 - Develop effective links with other faculties and departments across UP
 - Advance and promote the BoSci Research program's teaching agenda
 - Ensure appropriate management structures within BoSci Research program maintains high standards of teaching delivery and curriculum development in health Sciences and ICT
 - Act as an effective ambassador for UP in the external environment
 - Assist the BoSci Research program in line with UP's policies, procedures and best practices, including recruitment, performance management, appraisal and development
 - Contribute, where appropriate, to the delivery of lectures, practical classes and field courses belonging to the BoSci Research program
 - Assist students in the program
 - Perform other duties as assigned by Head of Department/Dean
2. Maintenance a total of 21 or more student contact hours between the above roles.

II. Minimum Qualifications and Requirements:

1. Education:

- Bachelor's Degree in relevant Sciences

2. Experience:

- Strong interpersonal skills
- Teaching experiences in the subject of Chemistry and Math and Data Analysis
- Managing and coordinating a team of teaching staff experience preferred

3. Skills/Competencies:

- Ability to foster internal communication with faculty, staff, students, and others and deep appreciation of the importance of building strong relationships with students and to significantly improve the learning environment at the University
- Competence in MS Office and other general computer skills
- Oral and written communication skills in English and Khmer, including the ability to type in Khmer fonts
- Strong interpersonal skills
- Willingness to develop new skills
- Bilingual in Khmer and English

4. Personal Qualities:

- Honesty, integrity, resourcefulness, curiosity and enthusiasm about education and learning