



## JOB DESCRIPTION

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<b>Position Title :</b>	<b>English Lecturer (Part-Time)</b>
<b>Department :</b>	<b>Faculty of Arts, Humanities and Languages</b>
<b>Report to :</b>	<b>Head of the Faculty of Arts, Humanities and Languages</b>
<b>Reportees :</b>	<b>N/A</b>
<b>Employer :</b>	<b>University of Puthisastra</b>
<b>Location :</b>	<b>Phnom Penh, Cambodia</b>

### 1. Position Summary

Due to ongoing expansion at the university, we are recruiting a part-time English Lecturer. **A Fixed Duration Contract (FDC) for 12 months with the possibility of extension will be offered** based on the Decision of the Head of the Faculty. Contracts may then be extended for the next Academic Year.

The role of English Lecturer is responsible for **teaching courses in English**. The ideal candidate should have strong academic background in English, as well as experience in teaching at a university level.

### 2. Duties & Responsibilities

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

- **22 hours per week**, which includes **13.5 hours of Student Contact Hours (SCH)**. SCH for lecturers are agreed in consultation with the Head of Faculty.
- Deliver lessons to students across a range of academic levels, years of study and programs
- Preparation of lessons, exams & assessments for both synchronous & asynchronous delivery.
- Plan lessons, create teaching materials, design assessments, and/ or involve in course outline development and curriculum refinement.
- Serve in the university's committees, boards, and/or other governance bodies, which is flexible according to the Employee's interests and expertise.
- Support extracurricular activities, which is flexible according to the Employee's interests and expertise, and
- Collaborate with other lecturers and university colleagues in mentioned aspects.
- Other tasks as assigned by the Head of Faculty.

### 3. Minimum Qualifications & Requirements:

#### Experience:

- 3 years teaching in a university (preferred but not essential), or comparable context with students.
- Experience in preparing lessons, exams and other assessments.

#### Education:

- BA/BSC or equivalent certificate in the relevant field (**essential**).
- MA in English or related field (**preferred**)
- Valid TESOL/TEFL Certificate or teaching qualification that is at least equivalent (**essential**).