



## JOB DESCRIPTION

<b>Position Title</b>	<b>:</b>	<b>Learning Facilitator</b>
<b>Department</b>	<b>:</b>	<b>Student Experience / Learning Center</b>
<b>Report to</b>	<b>:</b>	<b>Learning Center Manager</b>
<b>Location</b>	<b>:</b>	<b>Phnom Penh</b>

### I. Position Summary:

The Learning Facilitator supports student learning and academic success by assisting with the delivery of library and learning support services. This position helps students and academic staff access physical and digital resources, use library technologies, and develop foundational academic and digital skills.

The role also contributes to a welcoming, inclusive, and resource-rich learning environment.

### II. Duties and Responsibilities:

The duties and responsibilities of the Learning Facilitator include

#### a) Learning Support Services

- Assist students in locating, accessing, and using print and electronic resources.
- Provide guidance on basic research skills, referencing, and academic integrity.
- Support learners with digital tools (including, G-suite, Microsoft Office).
- Offer one-on-one and small group learning support sessions, where appropriate.

#### b) Resource Management

- Assist with the circulation (loan, return, shelving) of materials.
- Maintain accurate records of Learning Centre usage and borrowed items.
- Help in cataloguing, labelling, and organizing physical and digital resources.

#### c) Student Engagement and Outreach

- Help create a friendly, supportive space for individual and group study.
- Promote Learning Centre services, workshops, and learning activities to students and staff.
- Contribute to orientation sessions and information literacy programs.

#### d) Technology and Digital Literacy

- Support users in using Learning Centre computers, printers, and databases.
- Troubleshoot basic IT and connectivity issues related to Learning Centre technologies.
- Encourage and assist with the use of digital library tools.

**e) Administrative and Operational Support**

- Maintain cleanliness and orderliness in Learning Centre and study areas.
- Report maintenance or system issues to the appropriate department.
- Participate in team meetings and professional development activities.
- Other duties as directed.

**III. Qualifications and Experience:**

**a) Essential:**

- Good communication skills in Khmer, and basic English proficiency (speaking, reading, writing).
- Competence in using computers and common software applications (e.g., MS Word, MS Excel, Internet).
- A friendly and helpful attitude with a willingness to support learners.

**b) Desirable:**

- Associate degree or Bachelor's degree (Library Science, Education, Information Management, or related field ***preferred*** but not essential. Other qualifications and/or experience will be considered.)
- Experience in a library, academic support, or customer service environment.
- Familiarity with library classification systems and online databases.
- Experience working with university students or young adults.

**Note: Candidates with a positive attitude and commitment to learning new skills should submit an application for this role, even in the absence of the *desired* skills.**

**The University of Puthisastra is committed to the further training and development of its team members.**

**IV. Personal Attributes:**

- Passion for learning and education.
- Patience and good interpersonal skills.
- Team-oriented and dependable.
- Willingness to learn and grow in the role.