



JOB DESCRIPTION

Position title:	Blended Learning Support Officer
Department:	Blended Learning Office
Reports to:	Blended Learning Coordinator
Reportees:	N/A
Location:	Phnom Penh

I. Position Summary:

The University of Puthisastra (UP) is embarking on an ambitious program to deliver a dynamic and innovative approach to university education that combines the best of both worlds: the rich, interactive experiences of face-to-face learning with the flexibility and creativity of online education. It's not just about putting lectures online—it's about reimagining how students learn, engage, and apply knowledge.

UP students will benefit from **in-person collaboration** and real-time feedback from our academics, while also enjoying **personalised, self-paced learning** through UPOP, our Moodle digital platform. This approach opens up exciting possibilities for **active learning**, such as virtual simulations, multimedia content, online discussion forums, and problem-based tasks that go beyond traditional classroom boundaries.

II. Duties and Responsibilities:

We are working to empower students to take more control of their education. We support different learning styles, encourage **independent thinking**, and integrate **technology that mirrors real-world professional environments**—preparing students more effectively for their future careers. For our health sciences and ICT students, this means access to virtual labs, digital case studies, interactive tutorials, and collaborative group work that can happen anytime, anywhere.

The Blended Learning Office (BLO) supports these **learning and teaching pedagogy** approaches, and researches, tests and integrates **learning technologies** within UPOP to provide curriculum leadership and support classroom teaching. The BLO ensures an aligned written, taught and assessed curriculum using **blended and flipped learning strategies**.

We are looking for a dynamic and skilled **educational development** and **online support professional** to join our Blended Learning Team. We support the University of Puthisastra's commitment to **quality Learning and Teaching innovation** and best practice for our students – our goal is to help our academic staff deliver an **outstanding university experience**.

YOUR NEXT CAREER OPPORTUNITY

As a Blended Learning Officer, you will have a central part in the support of learning experiences through high-quality blended and online learning, so you need to show us that you have **a genuine passion** for educating and a **desire to learn and develop** in the role.

This is where **technical skills meet social good**. You'll help transform traditional teaching into **engaging, tech-powered learning experiences**. This role isn't stuck behind a desk—you'll work with **passionate, creative educators and learning designers**.

Your role includes:

- **instructional design** - including the development of high-quality digital learning resources using our Learning Management System (LMS) to support the improvement of learning experiences for our students
- **staff capacity building** - collaborating in the development of training programs for teaching staff to improve technological integration and pedagogical strategies (e.g., flipped and blended learning) that maximize academic quality to support active, student-centred learning
- **collaborating** positively with colleagues in Faculties, Learning and Teaching, and ICT to innovate quality learning delivery
- **assisting in the translation** of learning materials to Khmer language, both text and audio.
Note: As part of our Selection process, at the conclusion of your interview, you will be invited to transcribe a **short** piece of text from English to Khmer. This will be completed by yourself in a separate room, and you will be given adequate time to translate.

SELECTION CRITERIA *Applicants MUST respond to the Selection Criteria in their application.*

Note: If you can demonstrate a positive attitude, and both an aptitude for and commitment to learning new skills, you should submit an application for this role, even in the absence of the **preferred skills**.

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

III. Qualifications and Experience:

Qualifications:

- Bachelor's degree in Education, Education Technology, Instructional Design, or a related field.
- Experience designing or developing curriculum, and delivering digital learning experiences.
- Previous experience in a higher education setting with a thorough understanding of faculty requirements and expectations.
- Familiarity with Learning Management Systems (LMS), including Moodle, or similar platforms.
- Excellent written and verbal communication skills in English and Khmer, and the ability to work collaboratively with faculty, staff, and students.

Skills/Competencies:

- An understanding of accessibility guidelines, such as WCAG 2.0, and experience designing for diverse learning needs. Familiarity with project management tools and processes.
- Familiarity with multimedia development tools.

- An understanding of quality assurance processes to ensure all learning products will deliver quality learning experiences to our students.
- Knowledge of open education resources (OER) and interest in educational technology trends.