

## JOB DESCRIPTION

**Position Title: Full time Lecturer**

**Department: Faculty of Dentistry**

**Report to: Deputy Dean (Academics) and Dean of Dentistry**

**Reportee (if any) :**

**Location: UP**

### **I. Position Summary:**

- The Full time Lecturer (1 FFE) will contribute to the academic, clinical, and practical instruction of undergraduate dental students at the University of Puthisastra. The lecturer is expected to deliver high-quality teaching for approximately 5.5 days per week (or equivalent contact hours), including lectures, tutorials, lab/practical supervision, and student assessments. The lecturer is required to deliver certain number of hours per week but also indulge in carrying out faculty administrative, academic and research activities.

### **II. Duties and Responsibilities:**

The overall job description below outlines the main areas of responsibility:

- Deliver lectures, tutorials, and/or practical sessions based on the approved curriculum.
- Supervise students during pre-clinical and clinical training as per schedule.
- Prepare lesson plans, teaching materials, and student resources.
- Contribute to student assessments, exam preparation, grading, and feedback.
- Support academic advising, student consultations, and mentoring as required.
- Collaborate with other faculty members to ensure academic and clinical objectives are met.
- Participate in faculty meetings, curriculum reviews, and calibration sessions (as scheduled within allotted time)
- Adhere to university policies, academic standards, and codes of conduct.
- Perform other tasks as assigned by the Dean and Deputy Deans.

### **III. Minimum Qualifications and Requirements:**

**1. Experience:**

- Minimum of 2 years clinical or academic experience
- Teaching experience at the undergraduate level is an advantage

**2. Education:**

- DDS, Bachelor of Dental Surgery, or equivalent qualification in Dentistry.
- Postgraduate qualification/ Masters degree/PhD in dentistry would be preferred.

**3. Skills/Competencies:**

- Effective teaching and communication skills
- Familiarity with outcome-based education principles
- Competence in using technology and presentation tools for teaching
- Good command of English; Khmer is an advantage
- Knowledge of infection control protocols and dental ethics
- Ability to work collaboratively with faculty and students.

**4. Personal Qualities**

- Responsible, approachable, and student-friendly
- Detail-oriented and punctual
- Passion for teaching and mentoring
- Adaptable and willing to learn
- Professional, ethical, and respectful
- Open to feedback and ongoing learning