



JOB DESCRIPTION

Position Title	:	Lab Assistance(Internship)
Faculty	:	Science and Technology
Report to	:	Sciences Research Program Manager
Reportee (If any)	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary:

- This position will directly under supervision of the Program manager of Science Research and working in providing general assistant and do the research to the faculty of science and technology based on schedule provided in a specific period from October 18, 2025 to April 18, 2026

II. Duties and Responsibilities:

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

- Maintain up-to-date information on progress of each lab or class that she/he providing assistant
- Support faculty in practice teaching
- Monthly Stock inventory
- Communicate with the students and supervisors as required in order to progress the teaching-learning activities
- Provide administrative support as needed
- Assist the lecturer in doing research or any articles as needed
- Perform any other duties as may be assigned by the faculty staff

III. Minimum Qualifications and Requirements:

1. Student who are currently in year 3 and 4 in science
 - Research experience preferred
2. Skills/Competencies:
 - Well organized

- Able to use Microsoft Word, Excel and PowerPoint
 - Good communication skills (English and Khmer)
 - Able to do multi-task
 - Have a good understand of the research process and UP education system is a plus
3. Personal Quality
- Work well in a team
 - Reliable
 - Attention of details