



JOB DESCRIPTION

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

THE UNIVERSITY

The University of Puthisastra (UP) has an ambitious program to deliver a dynamic and innovative approach to university education: a combination of the rich, interactive experiences of face-to-face learning and 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.

Going beyond traditional classroom boundaries, UP students benefit from in-person collaboration and real-time feedback from our academics, while also enjoying personalised, self-paced learning and learning support through **UPOP**, our **Moodle** digital learning platform.

THE DEPARTMENT

We are working to empower students to take more control of their education. 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 approaches, and researches, tests and integrates learning technologies within UPOP to provide curriculum leadership and support classroom teaching.

YOUR NEXT CAREER OPPORTUNITY

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 criteria.

As a Blended Learning Coordinator, you will have a central part in the support of learning experiences 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 role isn't stuck behind a desk—you'll work with passionate, creative educators and learning designers:

This full-time position reports to the Blended Learning Manager and is ideally suited for a person with a passion for education and a desire to learn and develop in the role. The role includes:

- supporting the delivery of an exceptional learning experience for students
- assisting in the development and delivery of outstanding training programs that inspire teaching staff to innovate their pedagogical approaches to maximize academic quality and student outcomes
- designing and enhancing high-quality contemporary online learning materials for our learning management system (LMS)
- supporting staff with embedding new technologies and pedagogies, particularly in regard to blended and flipped learning strategies.

DUTIES AND RESPONSIBILITIES

Support the Blended Learning Manager and faculties to deliver:

Educational Design:

- design and develop engaging, accessible, and pedagogically sound online content,



- collaborate with teaching staff to assess and acquire new learning resources based on user needs and emerging trends.
- Provide support in the development and implementation of blended and hybrid learning models.

Online Platform Support:

- Troubleshoot and resolve issues related to online course delivery, and functionality of integrated educational tools
- Conduct and participate in training sessions and workshops for faculty to improve their understanding of adult learning styles and proficiency in blended forms of delivery.

Collaboration and Communication:

- Work closely with faculties and the IT department to ensure the smooth implementation and operation of blended course delivery.
- Provide guidance on best practices for using digital tools, such as video conferencing, assessment tools, interactivity and digital collaboration spaces.
- Assist in the development of instructional materials, guides and assessment tools for faculty and students to enhance the online learning experience.

Professional Development:

- Stay current with trends, technologies, and innovations in instructional design and online education, including upskilling in the uses and implications of AI for students, lecturers and content development.
- Research ways to continuously improve eLearning programs and pedagogies at the university.
- Participate in ongoing professional development activities to enhance skills in educational technology, design, and online pedagogy.

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

- Bachelor's degree in Education, Education Technology, Instructional Design, or a related field. Master's degree preferred.

Preferred Experience:

- Experience designing or developing curriculum, and delivering digital learning experiences.
- Previous experience in a higher education setting with a sound 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.
- Demonstrated ability to work collaboratively with faculty, staff, and students.

Desirable Skills/Competencies:

- Familiarity with multimedia development tools.
- Knowledge of open educational resources (OER) and keen interest in contemporary and emerging educational technology trends.