



## JOB DESCRIPTION

<b>Position Title</b>	: Full-time Lecturer
<b>Faculty</b>	: Health Sciences and Biotechnology
<b>Report to</b>	: Program Manager/Dean of Faculty Health Sciences and Biotechnology
<b>Reportee (if any)</b>	: N/A
<b>Location</b>	: University of Puthisastra, Phnom Penh

### **Position Summary:**

The University of Puthisastra is seeking a committed, knowledgeable, and high-performing full-time lecturer to join the Department of Laboratory Sciences within the Faculty of Health Sciences and Biotechnology. The purposes of this role are to contribute to high-quality teaching, memoirs/theses coordinating, research, and academic development while supporting UP's mission to produce future-ready graduates equipped with strong laboratory competencies, research capacity, and critical thinking.

The primary responsibilities include delivering theory and practical courses, supporting course syllabus, teaching material, and assessment development, coordinating students' mémoires, and conducting scholarly research.

### **I. Duties and Responsibilities:**

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

- Deliver assigned coursework (theory and practical) in Immunology & Serology, Cellular & Molecular Biology, Biological Sciences, Medical Laboratory courses, and other relevant subjects as required.
- Deliver the teaching session for a minimum of 18 hours per week.
- Develop course syllabi, innovative teaching materials, and assessment methods to enhance student learning and experience.
- Assist in Internal Exit Exam in the faculty.
- Promote student engagement in academic and extracurricular activities.
- Explore opportunities to write research proposals, research grants, publish academic papers, and contribute to faculty research initiatives.
- Participate in being memoir/thesis supervisor, or examiner.
- Coordinate and manage the overall mémoire process, including topic approval workflow and supervisor assignment.
- Ensure all students and supervisors follow the required guidelines, templates, and timelines.
- Communicate schedules, deadlines, and procedural requirements to students and supervisors.

- Monitor progress and collect periodic updates from supervisors and students.
- Review the structure and quality of submitted mémoires before sending them to the examiner committee.
- Organize and support the mémoire examination process (internal review, scheduling, documentation preparation).
- Maintain accurate mémoire records and reports for the faculty.
- Perform other duties as assigned by the Dean of Faculty Health Sciences and Biotechnology.

## **II. Qualifications and Requirements:**

### **1. Education:**

- Bachelor's Degree in Medical Laboratory Technology, Health Sciences, or related fields.
- Master's Degree in a relevant discipline is strongly preferred.
- Strong English proficiency: Reading, Speaking, Writing and Listening.

### **2. Experience:**

- At least 2 years of professional experience in a relevant field.
- Minimum 12 months of clinical teaching experience.
- Teaching experience in Health Sciences subjects, including immunology, serology, or related sciences; experience in clinical laboratory courses is an advantage.
- Research experience, including data collection, proposal writing, and data analysis.
- Experience in project development and academic publication, as well as familiarity with biostatistics and reference tools such as SPSS, Stata, R, Mendeley, EndNote, or Zotero are preferred.

### **3. Skills/Competencies:**

- Strong computer skills: Internet searching, Microsoft Word, PowerPoint, and Excel.
- Strong ability to build positive, supportive relationships with students and foster an effective learning environment.
- Strong interpersonal skills with proven ability to work effectively with students and colleagues.
- Strong critical thinking and problem-solving skills.
- Ability to work independently as well as collaboratively within a team.
- Ability to perform multitasks at the same time.
- Strong time management skills and the ability to prioritize tasks effectively.
- Professional attitude, integrity, and strong work ethics.
- Patience, resilience, and ability to work under pressure.
- Willingness and ability to learn new tasks and adapt to evolving academic needs.