

JOB DESCRIPTION

Position Title	:	Clinical Coordinator
Faculty	:	Nursing and Midwifery
Report to	:	Deputy Dean of Nursing
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

I. Position Summary:

- Assist in clinical placement spot checking
- Assist in nursing lab
- Support in department activities as directed
- Provide efficient, timely and proactive administrative support to the department.

II. Duties and Responsibilities:

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

- Assist in clinical placement spot checking
- Support lecturers or students related to UPOP, UPERP system
- Carry departmental administrative tasks as required
- Assist in the maintenance of records of all documents related to lecturers
- Liaise with the Registrar's Office on schedules , score list.
- Perform other functions appropriate to the position as may be directed by the DDoN / DoNM.

III. Minimum Qualifications and Requirements:

1. Experience:

- Previous work experience in nursing clinical is an advantage
- Minimum 6 months clinical experience

2. Education:

- Bachelor degree in nursing is preferred
- Excellent English proficiency: Reading, Speaking, Writing and Listening

3. Skills/Competencies:

- Excellent computer skills: Microsoft Word, Excel and Powerpoint

4. Personal Qualities:

- Very good communication skills
- Good attitude and behavior
- Ability to work under pressure