



## JOB DESCRIPTION

**Position Title:** English Lecturer

**Department:** Faculty of Arts, Humanities, and Languages

**Report to:** Head of the Faculty of Arts, Humanities, and Languages

**Reportees:** N/A

**Employer:** University of Puthisastra

**Location:** Phnom Penh, Cambodia

### 1. Position Summary

Due to the university's ongoing expansion, we are seeking to recruit a full-time English Lecturer. The position will be offered on either an Undetermined-Duration Contract (UDC) or a Fixed-Duration Contract (FDC), depending on the decision of the Head of Faculty and the final determination of student numbers. For the FDC appointment, there is potential for the contract to be extended beyond its initial term.

The role of an English Lecturer is responsible for delivering and developing English courses. The ideal candidate should have a strong background in Academic English, as well as experience in teaching at a university level.

### 2. Duties & Responsibilities

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

- Work 44 hours per week, which includes 21-24 hours of Student Contact Hours (SCH). The specific allocation of SCH for lecturers will be determined through consultation with the Head of the Faculty.
- Deliver lessons to students across a range of academic levels, years of study, and programs.
- Plan lessons, create teaching materials, design assessments, and/ or be involved in course outline development and curriculum refinement.
- Serve in the university's committees, boards, and/or other governance bodies, which is flexible according to the Employee's interests and expertise.
- Support extracurricular activities, which are flexible according to the Employee's interests and expertise.
- Collaborate with other lecturers, departments, and faculties in the mentioned aspects or other projects.

### 3. Minimum Qualifications & Requirements:

#### 1. Experience:

- 3 years of teaching English
- 3 years of teaching English in higher education or a comparable context (**preferred**)

#### 2. Education:

- Bachelor's in English or related fields
- Or, a valid TESOL/TEFL certificate or teaching qualification that is equivalent to at least **120 hours**
- MA in English or other related fields (**preferred**)