



## JOB DESCRIPTION

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<b>Position title:</b>	Blended Learning Coordinator
<b>Department:</b>	Blended Learning Office
<b>Reports to:</b>	Blended Learning Manager
<b>Reportees:</b>	N/A
<b>Location:</b>	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 reimaging 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 department supports these approaches, and researches, tests and integrates learning technologies within UPOP to provide curriculum leadership and support classroom teaching.

Note: While the Blended Learning Office is currently part of a broader re-imagining of UP's learning and teaching support areas, the key focus of this role will remain unchanged.

## 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 hands-on production role, and both provide pedagogical advice and technical support. You will play a central role in enhancing the quality of learning and teaching across the University. Working collaboratively with academic staff, instructional designers, and IT colleagues, you will support the development of engaging, accessible, and innovative blended learning experiences.

This full-time position is a service-oriented role supporting academic staff and students. It is suited to a motivated professional with a passion for education and a willingness to learn.

Key areas of contribution include:

- Supporting the design and delivery of high-quality blended and online learning experiences
- Assisting academic staff to integrate effective pedagogical practices and digital tools
- Contributing to faculty development programs related to blended, hybrid, and flipped learning
- Enhancing the effective use of the University's LMS (UPOP/Moodle)



## **DUTIES AND RESPONSIBILITIES**

### **1. Educational Design and Development**

- Design and develop engaging, accessible, and pedagogically sound online learning materials.
- Collaborate with academic staff to enhance course design and assessment practices.
- Support the implementation of blended, hybrid, and flipped learning models.
- Contribute to the evaluation and improvement of digital learning resources.

### **2. LMS and Educational Technology Support**

- Provide support for the effective use of the LMS and integrated educational technologies.
- Troubleshoot course-related technical issues in collaboration with IT.
- Develop user guides, templates, and exemplars to support best practice.

### **3. Faculty Development and Training**

- Assist in the development and delivery of professional development workshops.
- Support staff to build capability in blended learning, digital pedagogy, and emerging technologies (including AI applications in education).
- Promote best practices in adult learning and student engagement.

### **4. Research and Continuous Improvement**

- Stay current with developments in instructional design and educational technology.
- Contribute to innovation projects and pilot initiatives.
- Support evaluation processes to improve teaching quality and student outcomes.

## **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.
- Demonstrated proficiency in written and spoken English and Khmer.
- Demonstrated ability to work collaboratively with faculty, staff, and students.

### ***Desirable Skills/Competencies:***

- Ability to manage multiple projects and meet deadlines.
- Strong organisational and problem-solving skills.
- Demonstrated initiative and willingness to learn.
- Familiarity with multimedia development tools.
- Knowledge of open educational resources (OER) and keen interest in contemporary and emerging educational technology trends.