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UNIVERSITY OF PUTHISAstra

JOB DESCRIPTION

Position Title : Laboratory Programs Manager
Department : Health Sciences & Biotechnology
Report to : Dean of Health Sciences & Biotechnology
Reportees : N/A
Employer : University of Puthisastra
Location : Phnom Penh, Cambodia

I. Duties and Responsibilities

The overall job description below outlines the main areas of responsibility of the Laboratory Programs Manager, with emphasis on academic leadership in program implementation, teaching and learning quality assurance, assessment coordination, and supportive oversight of laboratory operations for medical laboratory programs:

- Lead the coordination of courses, competencies, and academic activities delivered under the medical laboratory programs at UP.
- Lead and support the teaching delivery of medical laboratory programs in collaboration with lecturers and academic staff.
- Work with faculty members, students, and support staff to implement the educational mission of UP.
- Lead the coordination of scheduling, monitoring, and tracking teaching and learning activities in collaboration with academic staff.
- Lead and participate in the review and improvement of curriculum content, course outlines, and teaching delivery for medical laboratory programs.
- Lead the coordination and review of student learning outcomes, including assessment documentation and reporting.
- Lead the evaluation and continuous improvement of teaching quality and curriculum delivery, including participation in internal quality assurance (IQA) activities.
- Participate with academic staff in student evaluation of teaching and learning activities related to medical laboratory.
- Work closely with academic staff in curriculum development, implementation, and assessment, particularly in laboratory and basic science components relevant to healthcare education.
- Support the effective use of learning technologies and academic systems (e.g. UPERP) to facilitate teaching, assessment, and program management.
- Support the Dean of Health Sciences & Biotechnology in curriculum management, program documentation, learning outcomes, and academic reporting.
- Lead academic-related activities such as examinations (IEE/OSCE), student records, and communication with internal and external stakeholders (e.g. Registrar's Office, Academic Affairs, partnership hospital/clinic).

- Support student academic activities, including academic advising coordination and communication related to clerkship or program requirements.
- Lead academic-related student activities such as medical laboratory club initiatives and program-level events.
- Provide supportive oversight and coordination of laboratory operations, in collaboration with responsible operational staff
- Monitor laboratory readiness for teaching and assessment activities, including basic oversight of equipment availability, safety compliance, and resource sufficiency, in collaboration with responsible operational staff.
- Support the coordination of medical waste handling, safety reporting, and laboratory compliance documentation, in collaboration with responsible operational staff.
- Perform other academic, program, and operational coordination duties as assigned by the Dean of Health Sciences & Biotechnology.

II. Minimum Qualification and Requirements

1. Experience:

- At least 3 years of experience in academic program coordination, teaching, or academic administration in medical laboratory or health science programs, preferably within higher education.

2. Education:

- Bachelor's degree in Medical Laboratory Science or a related discipline
- Master's degree is preferred.

3. Skills/Competencies:

- Knowledge of medical laboratory technology education and laboratory-based programs.
- Ability to coordinate academic programs and work collaboratively with academic and operational staff.
- Good communication and coordination skills.
- Good command of English and Khmer, both oral and written.
- Familiarity with curriculum development, assessment processes, and quality assurance.
- Basic understanding of laboratory operations and safety requirements in an educational setting.
- Strong computer skills: Internet searching, Microsoft Word, PowerPoint, and Excel.
- Strong ability to build positive, supportive relationships with faculty staff members.
- 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.