

JOB DESCRIPTION

Position Title	:	Pharmacy Academic Officer
Department	:	Pharmacy
Report to	:	Assistant Dean of Pharmacy (Academic Affair, Administration and Operation)
Reportee (if any)	:	NA
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

- The Pharmacy Academic Officer supports the planning, coordination, and implementation of academic activities within the Faculty of Pharmacy. The role ensures smooth operation of teaching and learning processes, effective coordination with lecturers and students, and compliance with academic policies and quality standard

II. Duties and Responsibilities:

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

- Prepare and coordinate course schedules and semester timetables in consultation with department heads and faculty leadership.
- Coordinate and monitor teaching activities to ensure effective delivery of courses within the Faculty of Pharmacy.
- Consolidate the monthly time sheet for monthly payroll for all lecturers
- Review and evaluate the status of current lecturers based on evaluation result
- Collect course outlines, course books, references books, exam questions, score lists and other documents from pharmacy lecturers.
- Consolidate monthly stationery request for the faculty and make request to the administration department.
- Coordinate communication and activities with pharmacy lecturers to support effective teaching and learning.
- Prepare for students and lecturer orientation for each semester
- Keep record of practical work activities for the faculties.
- Assign students' group for practice class.
- Prepare semester exam, remedial class, resit exam and exit exam for pharmacy students
- Deal with complaints from lecturers and students regarding learning and teaching activity
- Work with pharmacy lecturers to ensure good laboratory practices in Faculty of Pharmacy
- Support students with all learning resources in the department of Pharmacy.
- Lead the teaching performance evaluation.
- Perform other duties and responsibilities as assigned by the supervisor.

III. Minimum Qualifications and Requirements:

- **Experience:**
 - At least 1 year working experience in school of pharmacy
- **Education:**
 - Bachelor or higher degree in Pharmacy or a related field

- Strong English proficiency: Reading, Speaking, Writing and Listening
- **Skills/Competencies:**
 - Strong organizational and coordination skills.
 - Good communication and interpersonal skills.
 - Strong computer skills: Microsoft word, Excel.
- **Personal Quality**
 - Strong communication skills
 - Strong Leadership and coordinating skills
 - Good attitude and behaviour
 - Ability to work under pressure