



JOB DESCRIPTION

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| Position Title: | English Language Accelerator Program Coordinator & Lead Lecturer (Full-Time) |
| 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

A high-impact, dual-responsibility role for the 2027 trial period. The Lead will serve as the Architect of the digital curriculum and the Primary Instructor for the face-to-face Communication Labs. The goal of this one-year trial is to prove the efficacy of the 70/30 blended model in improving the General English proficiency of Foundation Year students and Associate Y1 students. This role has the potential to grow into a full coordinator position as the program scales up to support all English programs.

2. Duties & Responsibilities

1. Trial Implementation & Instructional Leadership ("30%")

- Deliver the Face-to-Face Communication Labs for the initial Foundation Year and Associate Y1 cohort.
- Facilitate high-engagement workshops focusing on speaking fluency and active listening.
- Provide direct feedback on student performance to refine the teaching methodology for future years.

2. Digital Content Development ("70%")

- Work alongside the Blended Learning Team to build the year-one General English LMS shell based on the credit courses in Foundation Year English and Y1 Associate English courses.
- Transform pedagogical concepts into interactive digital modules.
- Ensure the LMS content is intuitive and accessible for students with low initial proficiency.

3. Program Coordination & Reporting

- Manage the 2027 launch timeline and ensure all digital assets are ready for the start of the semester.
- Act as the point of contact for Faculty Coordinators and Lecturers to ensure the English Language Accelerator program complements their credit-bearing courses.
- The "Proof of Concept" Report: Collect data throughout the year to present to the Head of Faculty and President, proving the program's impact on student retention and confidence.

4. Strategic Scaling (Preparation for Year 2)

- Based on the trial results, design the workload model for the subsequent 3 years (moving into Academic English).
- Draft the requirements for additional lecturers as the program scales to the full BA student body.

3. Minimum Qualifications & Requirements:

Who are you?:

- **Expert Educator:** 5+ years of university-level teaching experience (specifically with low-proficiency learners).
- **Tech-Savvy:** Experience building or managing content within an LMS (Moodle, Canvas, etc.).
- **Elite Communicator:** You can motivate a struggling student & collaborate with technical developers.
- **Builder Mentality:** You aren't looking for a "plug-and-play" role; you want to build a program from the ground up.

Education:

- BA/BSc or equivalent certificate in a relevant field (essential).
- Master's degree in Teaching, Learning, Education or relevant field (essential).