



Position Title	:	Medicine Laboratory Assistant
Faculty	:	Medicine
Report to	:	Assistant Dean for Academic Affairs
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh

I. Duties and responsibilities

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

- Check the Laboratory equipment before and after each practical class
- Prepare materials and reagents before each practical class
- Make sure that the equipment and the Laboratory are clean and safe
- Assist the lecturers during practical classes
- Assist the lecturers in ensuring that biosafety procedures are followed by the students
- Monitor student practice
- Assist the lecturers in preparing exams
- Assist the lecturers during practical final exams
- Perform other duties as assigned by the Dean and the Assistant Dean for Academic Affairs.

II. Qualifications and Requirements:

- 1. Education:**
 - Bachelor in Medical Laboratory Sciences, Pharmacy, Biology, Chemistry, or similar field
- 2. Experience:**
 - Work experience in healthcare settings or Universities is not essential but is an advantage
- 3. Skills/Competencies:**
 - Excellent knowledge of English
 - Excellent computer skills: Microsoft Word, Excel and Powerpoint
- 4. Personal Qualities**
 - Very good communication skills
 - Ability to work well in a team
 - Ability to work under pressure