

JOB DESCRIPTION

Position Title	: Nursing Intern
Department	: Nursing
Report to	: Deputy Dean of Nursing
Reportee (if any)	: None
Location	: Phnom Penh

I. Position Summary:

- The Nursing Intern provides administrative and academic support to the Department of Midwifery during the 6-month internship period.
- The intern assists with departmental documentation, examination activities, and other academic and administrative tasks as assigned.

II. Duties and Responsibilities:

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

- Prepare, format, and organize official letters, documents, and academic materials.
- Participate in examination invigilation and related examination administrative activities.
- Provide administrative and academic support to lecturers and the Department of Nursing as assigned.
- Assist in organizing and maintaining departmental records, documents, and teaching-related materials.
- Support departmental meetings, events, student activities, and other academic or administrative activities.
- Perform other duties assigned by the Dean or supervisor during the internship period.

III. Minimum Qualifications and Requirements:

1. Experience:

- Previous work experience is not required. Relevant internship, clinical, academic, or administrative experience is an advantage.

2. Education:

- Undergraduate student or Bachelor's degree in any field
- Associate or Bachelor's degree in Midwifery, or currently pursuing or having completed a relevant Nursing qualification is a plus

3. Skills/Competencies:

- Good written and verbal communication skills.
- Basic computer skills, including Microsoft Word, Excel, email, and document management.

- Good organizational skills, attention to detail, and ability to complete assigned tasks on time.
- Ability to work effectively with lecturers, staff, and students.

4. Personal Quality

- Responsible, reliable, punctual, and committed to assigned duties.
- Professional, respectful, and willing to learn.
- Able to work independently with minimal supervision and collaboratively as part of a team.
- Maintains confidentiality and demonstrates appropriate professional conduct.