



JOB DESCRIPTION

Position Title	:	Program coordinator
Department	:	ICT
Report to	:	Vice Dean of ICT
Reportee (if any)	:	N/A
Location	:	Phnom Penh, Cambodia

I. Position Summary:

The University is seeking a full-time candidate as Program coordinator and Part-Time Lecturer for the ICT Department. This role oversees the ICT Department administrative functions, and collaborates with the head of the ICT Department and other departments to support continuing ICT programs, manage and maintain day-to-day administrative support operations of the department.

The role also includes lectures for subjects related to Critical Thinking.

II. Duties and Responsibilities:

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

- Coordinate ICT Programs (Bachelor and Master) to scaffold student success for their further studies.
- Support to faculty’s management and ensure that the ICT Department makes a full contribution to UP objectives
- Work with other faculties and departments to ensure student academic and pastoral success
- Assist an infrastructure for organizing teaching across the ICT Department that supports the quality of the learning environment
- Develop effective links with other faculties and departments across UP
- Advance and promote the ICT Department teaching agenda
- Ensure appropriate management structures within ICT Department maintains high standards of teaching delivery and support on the ICT curriculum review and development
- Act as an effective ambassador for UP in the external environment
- Assist the ICT Department in line with UP’s policies, procedures and best practices, including recruitment, performance management, appraisal and development
- Contribute, where appropriate, to the delivery of lectures, practical classes and field courses belonging to the ICT Department
- Assist students during their studies

- Follow up with the academic teaching staff to ensure the good implementation of UP policies
- Perform other duties and assume additional responsibilities as assigned by the Vice-Dean of ICT
- Developing and implementing procedures to ensure the smooth continuity of the courses
- Support in the admission process of the students
- Support in the curriculum review
- Support in the production of the annual reports to Ministries (ACC, HED)
- Support in the organization of events of the ICT Department
- Support on the Development of extracurricular courses (ex: short courses)
- Support on the development of marketing content
- Support on the preparation of events in coordination with the Marketing department
- Prepare courses outlines, course material and give lectures related to Critical Thinking subject
- Support on the coordination of the students' internship program (end of year 2)

III. Minimum Qualifications and Requirements:

1. Experience:

- At least 2 years managing teaching staff experience
- Significant experience of coordinating a team of teaching staff
- Experience in Technology environment in Cambodia
- Experience in teaching Critical Thinking subjecte

2. Education:

- Bachelor's degree or other relevant degrees

3. Skills/Competencies:

- Strong oral and written skills
- Be proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Ability to work independently and as a team
- Demonstrated ability to make independent judgment and work under pressure
- Strong interpersonal skills
- Ability to interact successfully with student body, faculties and administrations

4. Personal Quality

- Honesty, Integrity, Enthusiasm, Creativity, and passion for education and enabling learning.
- Strong sense of initiative, dedication, and responsibility
- Organized and detail-oriented