



JOB DESCRIPTION

Position Title	:	Dentistry Course Coordinator
Department	:	Dentistry
Report to	:	Dean and Deputy Dean
Reportee (if any)	:	N/A
Location	:	University of Puthisastra, Phnom Penh

I. Position Summary:

The Dentistry Course Coordinator will assist the Dean and Deputy Dean in the administration of the Faculty of Dentistry, as well as engaging in teaching and learning, practical supervision of students and research.

II. Duties and Responsibilities:

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

- Provide documents, information and advice to the Dean and Deputy Dean;
- Build links with local and overseas dentists, academics, organizations and institutions to improve and promote the name of the Faculty of Dentistry and University of Puthisastra;
- Contact lecturers and lab demonstrators to get their available teaching times; distribute exam papers; collect exam papers and internal assessment scores, pass this information to the Registrar’s Office;
- Collect course outlines from lecturers and pass on to the Dean to check;
- Collect exam questions from lecturers and give to Dean for checking and approval before sending to the Registrar’s Office;
- Help lecturers with UPERP and UPOP;
- Oversee the dental and SIM lab facilitates, staff and activities, ensuring that rules are followed and there are enough staff, equipment and materials for each practical session;
- Provide lectures/PBL supervision in one or more subjects, depending on qualifications, experience and special interests;
- Monitor and support all the student educational activities, including community practice placements (eg prison and Healthy Kids Cambodia), field trips, exchange programs, conferences, etc. in order to motivate the students and improve learning outcomes;
- Help arrange program for visiting lecturers/students from overseas;
- Take part in collaborative research within the Department in order to establish UP as a center of dental research in Cambodia, as well publish in international dental journals;
- Keeps the Faculty of Dentistry office clean, tidy and well organized;
- Attend on-site lectures, seminars and workshops etc. by local and visiting lecturers, as appropriate;
- Keep student clinical records (eg competencies and requirements);
- File hard and soft copies of MOUs of the Faculty of Dentistry and other documents;
- Promote the Faculty of Dentistry through Facebook and UP Voice;
- Attend weekly Faculty Meetings;
- Perform other duties as requested by the Dean and Deputy Dean.

III. Minimum Qualifications and Requirements:

1. Experience:

- 3 years with administration/management/academic experience preferred
- Research experience preferred

2. Education:

- At least DDS, a Bachelor's Degree in Education, Management, Administration, or a related field.
- Postgraduate degree in dentistry preferred
- Training in pedagogy and management/administration preferred

3. Skills/Competencies:

- Well organized
- Strong computer skills: MS Office, Internet and Email, and using the web to find learning resources
- Willingness and capability to learn about UPOP and UPERP, and assist lecturers with these platforms
- High level of English
- Khmer language preferred

4. Personal Qualities

- Punctual, conscientious and hard working
- Team player
- Able to multi-task
- Desire to learn new things
- Strong problem solving, presentation and communication skills
- Commitment, patience and ability to work under pressure