

JOB DESCRIPTION

Position Title	:	English Lecturer
Department	:	Faculty of English
Report to	:	Head of the Faculty of English Excellence & Employability
Reportees	:	N/A
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

1. Position Summary

Due to ongoing expansion at the university, we are recruiting a full-time English Lecturer. Undetermined Duration Contract (UDC) or Fixed Duration Contract (FDC) will be offered based on the Decision of the Head of the Faculty and when the faculty is able to identify the precise number of students we will provide teaching to. Contracts may then be extended until the end of the academic year and possibly beyond.

The role of English Lecturer is responsible for teaching and developing courses in business and English. The ideal candidate should have a strong academic background in business and English, as well as experience in teaching at a university level.

2. Duties & Responsibilities

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

- 44 hours per week, including up to 21 Student Contact Hours (SCH). Occasionally, additional teaching hours may be required, and lecturers are expected to be flexible and supportive as needed. SCH for lecturers is agreed upon consultation with the Head of the Faculty.
- Providing teaching for the students of the Bachelor of Arts in English, Business, and Entrepreneurship
- Providing teaching to students in Foundation Year, Years 2-4, and Associate & Bridging English courses
- Preparation of lessons, exams, and assessments for both synchronous and asynchronous modes of delivery
- Service upon the university's committees, boards, and/or other governance bodies, which is flexible according to the Employee's interests and expertise
- Support for an extracurricular club, which is flexible according to the Employee's interests and expertise, and
- Collaboration with other lecturers and university colleagues in course planning and curriculum development.

3. Minimum Qualifications & Requirements:

Experience:

- Experience in teaching in higher education (**preferred** but not essential), or comparable context with students
- Experience in preparing lessons, exams, and other assessments

Education:

- BA/ BSC or equivalent certificate in Business, English, or related fields (**essential**)
- MA in Business, English or other related fields (**preferred**)
- Valid TESOL/ TEFL Certificate or teaching qualification that is at least equivalent (**essential**)