



## JOB DESCRIPTION

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<b>Position Title</b>	:	<b>Deputy Vice-Chancellor (Student Experiences)</b>
<b>Department</b>	:	<b>Student Experiences</b>
<b>Report to</b>	:	<b>President &amp; Vice-Chancellor</b>
<b>Reportee (if any)</b>	:	<b>Registrar, Student Services, E-Learning, Counselling</b>
<b>Location</b>	:	<b>University of Puthisastra, Phnom Penh</b>

Reporting to the President & Vice-Chancellor, The Deputy Vice-Chancellor (Student Experiences) will be responsible for driving the university's strong commitment to delivering outstanding and engaging teaching, enhancing learning, and raising student satisfaction. As a key member of UP, the DVC will be a highly credible individual who values collaboration and works effectively with faculties and students.

### **1. Duties and Responsibilities**

- Operate as a member of the University Senior leadership team and contribute to decision-making to ensure the effective running of UP
- Provide advice to the President & Vice-Chancellor on all aspects of students' activity and planning within UP
- Have a significant board level leadership experience or equivalent relevant to the role context
- Have a significant academic track record in a field relevant to the role context, with distinction in teaching and scholarship and/or research
- Design, develop and deliver a distinctive UP student experience which will empower students to realize their full potential, establishing UP as a global leader in enhanced learning
- Drive the development and adoption of innovative practices in learning, teaching and assessment, with a particular focus on innovative digital enablement, to enhance student learning
- Work with all faculties to provide high quality, dynamic and flexible learning and teaching digital infrastructure solutions and provide an interface for staff enabling them to achieve excellence in teaching, and to deliver enhanced student experiences via improved technologies
- Develop and enhance UP's partnership with its students and take the lead in implementing the university's commitment to engaging students across the spectrum of UP's activities
- Provide a guiding inspiration, oversight, and support for UP educational performance to meet the ambitions of the UP strategic plan
- Provide overall leadership, strategic management, and direction setting for all coursework student related matters, including student recruitment and enrolment, student administration and teaching quality
- Facilitate student success and student equity by working in collaboration with the university
- Direct the timely and accurate preparation of records, reports, summaries and projections of data related to instructional and student services
- Coordinate and supervise the development of the academic calendars and students' fees for UP

- Scholarships: Securing, rewarding, nurturing
- Support the design of the blended learning model
- Perform other job-related duties as assigned by the President & Vice-Chancellor

## **2. Minimum Qualifications and Requirements:**

### **1. Experience:**

- Experience coaching lecturers on the use of the technology, student-centered learning and/or project-based learning
- Passion for personalized blended learning
- Leadership experience in a university setting preferred
- Excellent relationship building skills with students and colleagues
- A strong collaborator, good listener and strategist

### **2. Education:**

- Master's degree in Learning and Teaching discipline or Education

### **3. Skills/Competencies:**

- Demonstrated expertise in contemporary pedagogical thinking, flexible learning approaches and innovative digital technologies to shape new learning experiences.
- Demonstrated ability to draw upon new and emerging technologies and practice for the effective application of innovative use of tools and learning and assessment pedagogies
- Demonstrated knowledge and application of student services functions
- Demonstrated capacity to contribute to the university's agreed strategic direction
- Excellent communication skills and ability to work as a team
- Excellent oral and written command of English
- Knowledge of higher education and ability to use a range of delivery techniques to enthuse and engage students
- Excellent leadership, interpersonal and people management skills including a strong commitment to student development

The University welcomes Cambodian and international candidates