



JOB DESCRIPTION

Position Title	: Deputy Dean for Dentistry (research)
Department	: Dentistry
Report to	: Dean, Faculty of Dentistry
Reportee (if any)	: UG Thesis Coordinator
Location	: University of Puthisastra, Phnom Penh

I. Position Summary:

- The Deputy Dean for Dentistry (Research) will oversee the research initiatives within the Faculty of Dentistry. This role involves leading and managing research activities, securing funding, fostering collaborations, mentoring faculty and students, and ensuring research excellence. To contribute to curriculum development, teaching, and administrative responsibilities to support the faculty's academic and research objectives.

II. Duties and Responsibilities:

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

- Provide documents, information, assistance and advice regarding the PG and CPD courses;
- Build links with local and overseas dentists, academics, organizations and institutions to enhance the program and promote the name of the Faculty of Dentistry and University of Puthisastra;
- Ensure up-to-date and accurate information is collected and make monthly reports on the courses to the Manager;
- Facilitate the requirements of the dental hospital and lab for the PG Courses, including the timetable, chair bookings, equipment, supplies, student assistants, and dental assistants;
- Communicate (as necessary) with the various lecturers, tutors, students and UP Departments to ensure the smooth running of the course;
- Ensure that the clinical and lab facilities for the hands-on components of the course will be available at agreed times upon the request of Manager and that there are enough staff, equipment and materials for each practical session;
- Attend regular meetings and work closely with UP Business Development Manager, UP Hospital Managers, and other UP staff;
- Contact lecturers and lab tutors to get their exam papers; collect exam papers and internal assessment scores, and pass this information to the course coordinator;
- Support part-time lecturers such as create Google meeting links, take the attendances on UPERP, upload questions on UPOP and administrative tasks (Word, Excel, Powerpoint);
- Monitor and support all the students especially check on their leave request via email and inform

them when there are no lecturers come to teach;

- Keep student clinical records (eg competencies and requirements);
- Promote the Faculty of Dentistry through Facebook and UP Voice;
- Perform other duties as requested by the dentistry course coordinator and Business Development Manager.

III. Minimum Qualifications and Requirements:

2. Experience:

- At least 2 years of working experience in administration or an associated field
- Some background in dentistry an advantage.

3. Education:

- At least a Bachelor Degree in Business, Management, Marketing or Administration.

4. Skills/Competencies:

- Well organized
- Strong computer skills: MS Office, Internet and Email, and surfing the web
- High level of English
- Khmer language preferred.

5. Personal Quality

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