



JOB DESCRIPTION

Position Title	: Teaching & Learning Coordinator
Department	: Teaching & Learning
Report to	: Vice-President for Academic Affairs
Reportees	: Teaching and Learning Officer
Employer	: University of Puthisastra
Location	: Phnom Penh, Cambodia

I. Duties and responsibilities

- Coordinate the development and implementation of innovative learning and teaching strategies across the University of Puthisastra (UP).
- Design, coordinate, and deliver training programs to enhance staff pedagogical skills, aiming to improve academic quality and student outcomes.
- Collaborate with faculties to review courses, conduct gap analyses against international best practices, and provide recommendations for continuous improvement.
- Support UP’s academic governance by working closely with the Academic Board and the committees to uphold academic standards and policies.
- Provide guidance and mentoring (both group and individual) on contemporary teaching methods, with a focus on blended and flipped learning models.
- Contribute to the development of new teaching methodologies, course proposals, and curricula that are academically rigorous, coherent, and intellectually engaging.
- Ensure that course design and delivery align with the university’s quality standards, academic regulations, and accreditation requirements.
- Offer advice and develop study skills programs to support student success, where appropriate.
- Identify students’ learning needs and collaborate with faculties to define clear, measurable learning objectives.
- Perform other duties and assume additional responsibilities as assigned by the Vice President for Academic Affairs.

Liaison and Networking

- Engage in collaborative partnerships with external stakeholders to support academic and institutional development.
- Carry out administrative responsibilities as directed by the Vice President for Academic Affairs, including tasks related to progress assessment, student attendance, teaching quality, and student experience.

- Actively participate in faculty meetings to contribute to academic planning and decision-making processes.

II. Qualifications and Requirements:

1. Experience:

At least 3-year leading Learning and Teaching Teams

2. Education:

At least Master degree in Learning and Teaching discipline

3. Skills/Competencies:

- Proven knowledge and experience in improving learning and teaching outcomes, particularly using QILT parameters.
- Excellent interpersonal, oral, and written communication skills with the ability to work effectively within diverse teams.
- Strong command of English (oral and written) is essential; proficiency in Khmer is highly regarded.
- Solid understanding of higher education practices with the ability to apply diverse instructional techniques to engage and inspire students.
- Demonstrated experience in designing, developing, and reviewing curricula to ensure academic quality and relevance.
- Experience in activities related to knowledge exchange, academic collaboration, or community engagement is desirable.
- The University welcomes Cambodian and international candidates