



<b>Position Title</b>	<b>:</b>	<b>Teaching &amp; Learning Officer</b>
<b>Department</b>	<b>:</b>	<b>Teaching &amp; Learning</b>
<b>Report to</b>	<b>:</b>	<b>Teaching and Learning Coordinator</b>
<b>Reportees</b>	<b>:</b>	<b>N/A</b>
<b>Employer</b>	<b>:</b>	<b>University of Puthisastra</b>
<b>Location</b>	<b>:</b>	<b>Phnom Penh, Cambodia</b>

**I. Duties and Responsibilities**

- Assist in the coordination and implementation of innovative learning and teaching strategies across the University of Puthisastra (UP).
- Support the development and delivery of training programs aimed at enhancing staff pedagogical skills and improving student learning outcomes.
- Work collaboratively with faculties to collect data for course reviews, support gap analyses, and contribute to continuous improvement initiatives.
- Assist in maintaining academic governance processes by supporting the Teaching and Learning Coordinator in activities related to academic standards and policies.
- Provide administrative support for mentoring programs and contribute to the promotion of contemporary teaching methods, including blended and flipped learning models.
- Support the development of new teaching methodologies, course proposals, and curriculum design to ensure academic rigor and coherence.
- Help ensure that course design and delivery comply with the university’s quality standards, academic regulations, and accreditation requirements.
- Provide basic study skills support and resources to enhance student academic performance.
- Assist in identifying student learning needs and collaborate with faculties to support the development of clear learning objectives.
- Perform other duties and responsibilities as assigned by the Teaching and Learning Coordinator.

**Liaison and Networking**

- Assist in establishing and maintaining collaborative partnerships with internal and external stakeholders to support academic development.
- Provide administrative support for activities related to student progress assessment, attendance tracking, teaching quality monitoring, and enhancing the student experience.
- Participate in faculty meetings and contribute to discussions on teaching and learning improvements.

**II. Qualifications and Requirements**

**1. Experience:**

- At least 1-2 years of experience in a teaching, academic support, or educational development role.

**2. Education:**

- Bachelor’s degree in Education, Learning and Teaching, or a related discipline. A Master’s degree is preferred.

**III. Skills/Competencies**

- Strong interest and foundational knowledge in learning and teaching enhancement practices.
- Good interpersonal, oral, and written communication skills with the ability to collaborate effectively within diverse teams.
- Proficiency in English (oral and written) is required; proficiency in Khmer is highly regarded.
- Basic understanding of higher education practices and a willingness to learn diverse instructional techniques.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Competency in using digital tools and learning management systems to support teaching and learning activities.
- The University welcomes applications from both Cambodian and international candidates.