



JOB DESCRIPTION

Position Title	: Dental Administration Assistant
Department	: Dentistry
Report to	: Dean of Dentistry and Post-Graduate Education Manager and Dentistry, Course Coordinators
Reportee (if any)	: N/A
Location	: University of Puthisastra, Phnom Penh

I. Position Summary:

- The PG Admin Assistant will assist the Post-Graduate Education Manager of Dentistry through the provision of administrative support.

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.