

## **Position: Assistant to Vice President for Academic Affairs**

Assistant to Vice President for Academic Affairs helps with academic related matters and administration tasks. S/he needs to work with and report to the VPAA.

### **A. RESPONSIBILITIES:**

- Work closely with Deans, Associate Deans, directors in charge of academic related issues, and faculty members on academic related issue;
- Help to draft UC catalogs;
- Draft the courses offering in each term for VPA to review;
- Help gather up to date information for VPA to Develop, revise, update foundation courses of the University of Cambodia, including oversee the Academic Foundation Department at UC;
- Help to compile the faculty peer evaluations, self-evaluation and student evaluations result;
- Translate guideline, decision, or policy for VPA when needed to make sure that VPA is fully inform of all policy of the Ministry of Education, Youth, and Sports (MOEYS), as well as the Accreditation Committee of Cambodia (ACC);
- Follow up on memo, guideline, setting by VPA;
- Help to draft the UC's annual report;
- Other responsibility as assign by VPA

### **B. QUALIFICATIONS:**

Must possess a Master's Degree in Educational Administration, or relevant field, and have at least 2 years' experience in academic program development, research, and teaching.

#### **i. Knowledge**

- Knowledge of academic program development in accordance with Ministry of Education, Youth, and Sports, and Accreditation Committee of Cambodia guideline and up to date.
- Understanding of Statistic Management.
- Ability to work independently under pressure with little instruction.
- Understanding of, and commitment to, undergraduate/graduate education, research and creative scholarship, engagement with society, teaching excellence, and a positive work environment.
- Understanding of diversity and multi-cultural development.

#### **ii. Skills**

- Team building skills.
- Effective written and verbal communications skills.
- Strong personal and organizational skills with little need for instruction.
- Time management skills.

#### **iii. Personal Attributes**

- Patient and friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Be honest
- Be respectful

- Be flexible, highly motivate and creative
- Demonstrate sound work ethics

**C. REPORT LINE:**

- This position reports to the Vice President for Academic Affairs.