

Job Description (JD)

Title: Director
Office: Office of ASEAN Study Center (ASC)
Report Line: University President
Level: 9

About the ASEAN Study Center (ASC)

The ASEAN Study Center (ASC) serves as both a policy and academic think tank, focusing on research and dialogue on ASEAN-related issues. The center promotes the development of ASEAN's political, economic, and socio-cultural pillars through cooperative programs that integrate the knowledge and expertise of academics, civil society, and both the public and private sectors.

The position as Director ASC aims to:

- Foster greater ASEAN awareness in Cambodia.
- Support Cambodia's integration into ASEAN.
- Obtain funding and support for ASEAN-related projects. To facilitate Cambodia's integration into the ASEAN Economic Community, The University of Cambodia (UC), a leading higher education institution, established the ASEAN Study Center (ASC).

A. RESPONSIBILITIES:

i. Development and Implementation of University and Faculty Policy on Graduate Programs

- Contribute to the development of university policies affecting postgraduate students.
- Monitor university policies related to graduate programs to ensure alignment with educational regulations, decrees, sub-decrees, and other official guidelines.
- Participate in academic decision-making related to graduate examinations and dissertation assessments through membership in the Research and Scientific Board.
- Lead the development of new postgraduate programs.
- Collaborate with the Vice President for Academic Affairs, College Deans, Associate Deans, and relevant directors to improve postgraduate policies and curricula.
- Oversee the implementation of postgraduate policies within the faculty and student body.
- Conduct class observations and peer evaluations.
- Develop and lead a comprehensive research agenda to strengthen graduate programs.
- Advocate for graduate students and promote retention by monitoring statistics and implementing academic policies.
- Prepare the university's academic plan.
- Design degree plans for all majors in the graduate program.
- Serve on interview committees for new teaching faculty.
- Review course syllabi for all graduate courses.
- Oversee textbook development and review.
- Maintain active coordination with the Ministry of Education, Youth and Sport (MOEYS) and the Accreditation Committee of Cambodia (ACC).

ii. Student and Faculty Engagement

- Provide guidance on graduate admissions procedures.
- Oversee and monitor postgraduate student progress.

- Offer academic advising to graduate students and handle appeals, complaints, and academic issues.
- Support faculty members in their roles as graduate student advisors.
- Approve extensions and suspensions of student studies.
- Ensure accurate and up-to-date faculty information is available for current and prospective postgraduate students.
- Liaise with faculty quality assurance teams and implement recommendations for graduate programs.

iii. Administrative and Institutional Responsibilities

- Represents the university in all manners and circumstances.
- Manages and supervises faculty, staff, and students regarding policies on graduate program.
- Teaches or substitutes for classes when necessary.
- Attends university activities, such as staff meetings, faculty meetings, and university lectures.
- Contributes to the building of the International Affairs program.
- Leads graduate programs, reviews process of implementation to ensure maintenance of the highest standards of excellence.
- Coordinates with colleges, IRAS, and VPAA on matters of graduate student education, curriculum, and research.
- Develops graduate work and budget plan.

B. .QUALIFICATIONS:

Must possess a master’s in education or related field and have with a minimum of 5 years working experience with academic institutions, research and/or teaching. Must be able to lead the graduate program and make continuous improvements to compete in the regional and international market.

C. Skills

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills Critical thinking skills

D. Personal Attributes

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated, and creative
- Demonstrate sound work ethics
- Dedicated to the mission of the university

E. REPORT LINE:

This position reports to University President and Vice President of Academic Affairs.

