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The University of Cambodia

Job Description (JD)

Title: **Director**

Office: **Office of Soft Skill and Leadership Development Center (SSLDC)**

Report Line: **President of The University of Cambodia**

Level: **9**

1. Role/Responsibility

a. Director

- Lead team to market and strengthening the Public Speaking course.
- Lead the training to Train the Trainer on how to implement Career Path counseling, Resume writing, Cover Letter Writing and Interview Training.
- Collaborate with other College Department to organize SSLDC's events.
- Lead and conduct at least once a month whenever appropriate meetings with staffs or interns and College Departments for follow-up, update activity progresses and results.
- Consult with other College Department's to prepare SSLDC's internal rules and regulations for events, award ceremonies, projects, student recruitment procedure, and student code of conduct.
- Make sure that all students records are accurate and be updated regularly in the database system.
- Keep track of student's performance and plan appropriately for future course Offering and Training.
- SSLDC publicity by Social Medias, TV, Radio Broadcasting, brochures, flyers, internet, and Facebooks.

2. Scope of work

a. Workshop Certification: Public Speaking Workshop has been running for UC and Non-UC student to build interpersonal skill and help them to achieve in scholastic and professional life. On the other hand, soft skills training workshop build student's soft skills. This training will take three days total up to 9 hours. Registration for the workshop will be held in the morning or in the afternoon.

b. Support for Academic Services: All student in each colleges have a chance to participate in the specific topics to learn about how to achieve successfully with the academic. Thus, some professors will be invited to give motivation lecture in order to help drive the student to achieve their academic.

c. **Career Development Partnership:** We will work with the companies to organize career fair inside the UC campus in order to attract UC and Non-UC students to participate in this career fair. The career fair will be organized once per year. The career fair will allow the students' awareness of the job opportunities in the many different companies. SSLDC also provides Career Counseling, Resume Writing, Cover Letter Writing, Job Interviews and job search training.

d. **Internship Program:** SSLDC will provided Internship announcement in the University of Cambodia for SSLDC needs. Students are welcome to apply for internship on their own to expand their internship experiences. Internships are short term work experience, 4 hours a day, it can last 3 to 6 months or up to 1 year or more in which students will receive a certificate of achievement, hands on training, pay, and gain valuable experience in a specific work area. Most people choose to do internship to gain practical work experience or to confirm a choice of major or career before they graduate.

e. **Sharing Success Story Forum:** UC alumni are the most supportive link to help graduates to enter the job market. You will be amazed on how supportive UC alumni are in sharing their advice and expertise! By inviting UC's successful Alumni, you can speak with an alumni who can help guide your career goals.

3. **Master Degree in Skill Development or Master in Business Administration:**
   - **At least 3 Years Experienced**
   - **Management Level**

i. Knowledge

- Knowledge on capacity development and other soft skills
- Knowledge on filing
- Maintaining a high level of confidentiality concerning files and other confidential documents and information

ii. Skills

- Excellent interpersonal skills and Honest
- Critical thinking
- Team building skills
- Analytical and problem solving skills
- Negotiation skills
- Effective verbal and written communications skills
- Possess strong personalThe most accurate and up to date details of job announcements in Cambodia can be found at and organizational skills with less instruction
- Time management skills
- Excellent command of English and computer literacy

- Strong networking
- Dedication to the mission of the university

iii. Personal Attributes

- Highly Responsible and confidential
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics

C. REPORT LINE

- This position is reports to the President of The University of Cambodia.