THE UNIVERSITY OF CAMBODIA

JOB OPPORTUNITY

Dean for Graduate Studies Division

The Dean for Graduate Studies is responsible to the Vice President for Academic Affairs, to the President, to The University Board of Trustee, and his/her role is to support in managing postgraduate program for the University. Dean for Graduate Studies report to the Vice President for Academic Affairs, s/he is responsible for enhancing research and faculty development, development of policies for funded research, and provides vision, leadership, and direction for research initiatives consistent with the overall goals and targets established by the University.

The main duties of the Dean for Graduate Studies include the following:

A. Development and implementation of University and Faculty policy on graduate studies program

- To contribute to the development of University policy in areas affecting postgraduate students;
- Monitoring all UC policies related to graduate program to make it inline with educational policies, regulations, decrees, sub-decrees, parkas or declarations;
- Through membership of the Research and Scientific Board, to make academic decisions involved in the process of examination for higher degrees assessed mainly by dissertation;
- To take the lead in the development of new programs of postgraduate study;
- To work with Vice President for Academic Affairs, College Deans and Associate Deans, and related director in the development and improvement of faculty policy on postgraduate education and curriculum for graduate program;
- To lead the implementation of policy on postgraduate education within the faculty and student;
- Do class Observation (peer evaluation);
- Develop and lead a comprehensive research agenda and strengthen and enhance the graduate programs at UC;
- Serve as an advocate for graduate students and promote graduate student retention including monitoring retention statistics and development and implementation of academic policies;
- Prepare academic plan for the University;
- Preparing Student degree plan for all majors for Graduate Students;
- Be part of interview committee for new teaching faculty;
- Check Course syllabi for all courses under graduate program;
- Textbooks Development;
- Manage and assist College Associate Dean;
- Working closely with MOEYS and ACC.

B. Interaction with students and staff within the faculty

- to advise on graduate admission procedures;
- to guide decisions relating to postgraduate student progress and take a leading role in monitoring postgraduate student progress at faculty level;
- to provide academic advice to graduate students, and deal with case work on issues involving graduate student progress, appeals, individual and group complaints and representations from groups of students about programs;
- to advise staff with graduate student advisory roles within the faculty;
- to approve extensions and suspensions of student study;
- to oversee the updating of information provided by the faculty for current and prospective postgraduate students, including the faculty entry in the Graduate prospectus;
- to liaise with faculty quality assurance teams and support implementation of their recommendations relating to graduate education program;

C. Other

- Represent UC in all manner and circumstance;
- Provide orientation to faculty, staff, and student regarding policies on graduation program;
- Teach a few classes when needed, or could substitute in some classes;
- Attending UC activities, such as meeting including staff meeting and faculty meeting, and UC lecture as well;
- Can contribute to the building of the International Affairs program;
- Can assist to provide information on UC.

Requirements: PhD in Education or other relevant fields with minimum of 5 years working experiences with academic institution, research or teaching. Be able to lead the graduate program to make it fit to regional and international market. Possess strong personal, analytical, and organizational skills, work well independently as well as part of the team; demonstrate strong networking and communication skills; highly motivated and creative, honest, responsible; demonstrate critical thinking; be dedicated to the mission of the university. English and computer literacy is mandate.

Short-listed candidates will be contacted for interviews. Please submit your CV along with a detailed cover letter explaining specific qualifications and interest in the position. Also, please submit a copy of your diploma/certificate to the Human Resources Department, The University of Cambodia, by 31 July 2013, at 5:30 p.m. Applications received thereafter will be reviewed based on availability.

Contact Information:
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