

Management Associates Academic Affairs Department

Sri Lanka Institute of Information Technology (SLIIT) is a pioneer in the higher education sector of Sri Lanka and offers undergraduate and postgraduate degrees in a wide range of disciplines. SLIIT is committed to providing the best student experience through a dedicated group of academic and non-academic staff who teach, mentor, guide and support a community of nearly 10,000 students.

We are looking for bright and dynamic individuals to join our team as **Management Associates** of the Academic Affairs Department. This department is responsible for the functions of Registration, Examinations, Career Guidance and providing general support for the students at SLIIT, online, offline and in person.

Registry and Examinations Division: Management Associate

- ✓ Strong documentation skills
- ✓ Excellent analytical and problem-solving skills
- ✓ Ability to multi-task and work with strict deadlines
- ✓ Ability to provide remote support during semester registration and examination processes
- ✓ Experience in working in an Academic Administrative environment
- ✓ Experience with a student management / ERP system will be an added advantage

Student Services & Career Guidance Division: Management Associate

- ✓ Good listening skills
- ✓ Ability to identify and assess student needs to provide satisfactory solutions to their concerns
- ✓ Ability to motivate, inspire others and provide career guidance counseling
- ✓ Plan, organize and conduct training programs
- ✓ Provide guidance services for Career readiness and well-being
- ✓ Experience with a customer service environment and or using a CRM system will be an added advantage

- ✓ Tech savvy
- ✓ Good PR and listening skills with the ability to liaise with multiple internal and external stakeholders
- ✓ Strong communicator both oral and written
- ✓ A good team player

Eligibility requirements:

- A minimum of 02 years of experience in a similar role in an educational institute or in customer service.
- Should possess a bachelor's degree or equivalent qualification at the NVQ 7 level from a recognized university/Institute.

SLIIT offers a competitive salary and benefits package commensurate with qualifications and experience.

Please send your application via **email** to careers@slit.lk clearly indicating the post applied on the subject line

SRI LANKA INSTITUTE OF INFORMATION TECHNOLOGY

New Kandy Road, Malabe
Phone : +94(0)11 754 4801