

# We Are Hiring!

## ACADEMIC COORDINATOR

**FULL TIME**

### QUALIFICATIONS AND EXPERIENCE

- Should have Academic qualification at post-graduate or equivalent level or relevant professional qualifications .
- A minimum of five years of teaching experience.
- A minimum of five years of education management experience.
- An understanding of UK/Western higher education and the needs and requirements of international students will be preferable.
- Direct experience of higher education in an international context will be preferable.
- An understanding and experience of International Foundation Qualifications will be preferable.
- Experience in academic assessment and standards and of quality assurance procedures will be preferable.
- Experience in the development of academic qualifications will be preferable.

### SKILLS

- Strong leadership skills and a proven ability to lead, motivate, coach and develop staff.
- A commitment to teamwork.
- Excellent interpersonal, communication and presentation skills.
- Competence in the effective use of Information and Communications Technologies (ICT).
- The ability to priorities, meet deadlines, work under pressure and, when necessary, with minimal resources.

***Salary as per the industrial standard***

We invite you to forward your resume, with the contact details of two non related referees to [careers@iie.lk](mailto:careers@iie.lk). mention the position applied for in the subject line of the email

FOR MORE INFORMATION : 011 2598772