

WE ARE HIRING

Management Associate/ Global Transfers SLIIT Research & International Office

JOIN OUR TEAM

The 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. It is committed to providing the best student experience through a dedicated group of academic and non-academic staff. The main campus located in Malabe has excellent academic and recreational facilities.

We are looking for a dynamic individual to join our team as a Management Associate to the SLIIT Research & International Office.

Key Duties & Responsibilities:

- End to End visa processing for students applying to Universities in Australia, Canada, UK and New Zealand
- Handling of student enrollments and visa guidance for the Countries of Australia, Canada, UK and New Zealand
- New Inquiries generated for SLIIT Global through walk-ins and social media campaigns
- Handling of new inquires and promoting the University transfer pathways to prospective inquiries
- Handling SLIIT Global Social media platforms and participating in events organized by SLIIT Global Education Unit.

Minimum Requirements:

- A bachelor's degree or an equivalent qualification at the NVQ 7 level in a relevant field
- Minimum 3 years of work experience after obtaining the educational qualification
- Excellent communication and interpersonal skills

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

Please send your resume via email to careers@slit.lk clearly indicating the post applied for, on the subject line of the email, to reach us within 7 days of this advertisement.