

WE ARE

HIRING

Management Associate/ Student Enrollment

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 provide 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 dedicated and result oriented individual to join our team as Management Associate/ Student Enrollment.

Key Duties & Responsibilities:

- Achieving annual target student registrations for undergraduate and postgraduate programmes.
- Liaising closely with the Marketing team in organizing school reach programmes, conferences, seminars, information sessions to generate potential leads.
- Communicating with prospective students and their families to provide information about the Institute, programs, admission requirements and all related details.
- Performing the enrollment services by collecting applications, evaluation, verification of documents and ensuring that applicants meet the eligibility criteria.
- Liaising with other departments (Faculties/ Registry/ Finance) to review and make recommendations for applications.
- Organizing corporate events to engage and generate potential leads for Postgraduate programmes.
- Handling student onboarding and ensuring retention through engagement and support programs.

Minimum Requirements:

- A Bachelor's degree in a relevant field from a recognized University/ Institution.
- At least two years of relevant work experience in student enrollment, admissions, or a similar role after obtaining the educational qualification.
- Fluency in English.
- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office

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.

