



The light of learning

**Royal Institute
International School**



**Royal Institute
Centre of Skills**

We are Hiring!

IELTS Course Coordinator

About Us:

The Royal Institute encompasses five schools under the umbrella of "Royal Institute International School" alongside a higher education division known as Royal Institute of Colombo (RIC). Additionally, it includes an online teaching platform named the Royal Institute Smart Academy (RISA), a skills development unit called the Royal Institute Center of Skills (RICS), and a sports complex. With a rich history spanning 50 years, the Royal Institute is celebrated as a pioneer in the education sector, consistently delivering top-notch education to students.

We are seeking a highly motivated and experienced individual to join our team as an IELTS Course Coordinator. The IELTS Course Coordinator will be responsible for managing student inquiries, student registration, admissions, lecture scheduling, student attendance monitoring, lecturer performance evaluation, and registering students for the IELTS exam.

Key Responsibilities :

1. Handle the student inquiry, registration, and admissions data base.
2. Coordinate and work closely with British Council on registering students for exams.
3. Making sure the course is well structured.
4. Deciding intake dates and exam dates.
5. Be the primary contact person for all IELTS inquires.
6. Scheduling lectures and resource management.
7. Recruiting lecturers
8. Maintaining student attendance and lecturer performance matrices.
9. Prepare financial statements for each intake.
10. Updating HOD regarding the course completion and success of the course.

Skills & Requirements:

1. Initiative - Job requires a willingness to take on responsibilities and challenges.
2. Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.
3. Ability to deal with callers and visitors in a calm and courteous manner at all times.
4. Team player with demonstrated customer services skills.
5. Team-player, who is flexible to take on any task assigned of.
6. Must be able to prioritize and plan work activities so as to use time efficiently.
7. Maintain healthy customer relationships.
8. Maintain cleanliness and standards of the institute.
9. Be punctual and accountable

Qualifications :

- Ability to work effectively in a fast-paced, collaborative environment.
- Bachelor's Degree or Diploma / Degree Equivalent in English, Education, Business Management or a related field.
- Strong interpersonal and communication skills, with the ability to work effectively with a diverse range of students and faculty.
- Understanding of the IELTS examination format, scoring criteria, and test-taking strategies.
- Experience in teaching English as a second language, preferably with a focus on IELTS preparation is an added advantage.
- Familiarity with educational technology and digital learning platforms is a plus.

Join Royal Institute Center of Skills (RICS) and be part of a dedicated team as talented committed to empowering students to excel in the IELTS examination and beyond. Apply now to make a difference in the lives of aspiring English language learners!
At Royal Institute, we are dedicated to fostering diversity and ensuring equal opportunities for all candidates. We warmly welcome applications from individuals of every background.

We eagerly anticipate the addition of a skilled and talented individual to our team!

Application Process:

Job Application Link:

<https://zurl.to/o4pd?source=CareerSite>

Careers Email:

Careers@royalinstitute.org

Royal Institute International School

191, Havelock Road, Colombo 5

T : +94 11 259 2747

Web: www.royalinstitute.org