

WE ARE

# HIRING

## Assistant Manager/ Management Associate Faculty of Humanities and Sciences

### 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 ([www.sliit.lk](http://www.sliit.lk)). 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 bright and dynamic individuals to join our team as an Assistant Manager/ Management Associate of the Faculty of Humanities and Sciences.

#### The ideal candidate:

- Good PR skills with the ability to liaise with multiple internal and external stakeholders
- Excellent analytical and problem-solving skills
- Ability to multi-task, work with strict deadlines, flexibility and willingness to learn
- Ability to provide remote support during semester registration, orientations and examinations
- Experience in working in an Academic Administrative environment, Student Affairs & organizing Student Awards
- Experience in using a student information system, handling examinations, will be an added advantage
- Strong communication skills (oral and written)

#### Eligibility requirements:

- Should possess a bachelor's degree from a recognized University/Institute or equivalent qualification at the NVQ 7 level
- Assistant Manager position requires a minimum of 02 years of experience in a similar position in an educational institute and for Management Associate position, minimum of 01 year of experience in a similar role would be an added advantage

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