

WE ARE HIRING

Management Associate/ Career Guidance

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 a Management Associate/ Career Guidance attached to the Department of Student Services & Outreach.

Key Duties & Responsibilities:

- Organizing and coordinating career guidance and counseling unit activities including job search, job postings, career fairs, forums, industry partner workshops and seminars.
- Maintaining and regularly updating all the Careers pages of "SLIIT Career Guidance" on LMS (Courseweb), Social Media (Facebook & Instagram) and the Notice board.
- Managing undergraduate and graduate/alumni CV collection and database.
- Identifying opportunities and establishing effective working relationships with industry partners, business associations and educational institutions for improved career readiness of SLIIT undergraduates and graduates.
- Conducting surveys and compiling reports to support the institute's activities in a timely manner.

Minimum Requirements:

- A bachelor's degree from a recognized university/ institution.
- At least two years of work experience after obtaining the educational qualification.
- Excellent interpersonal and communication skills.
- Proficiency in using social media and digital platforms.

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.



YEARS OF EXCELLENCE
SLIIT UNI
THE KNOWLEDGE UNIVERSITY