

Nawaloka College of Higher Studies (NCHS) is a venture of Nawaloka Holdings, established with the commitment to provide the best in Higher Education, making it more accessible and affordable.

Nawaloka Holdings is a highly reputed diversified conglomerate, best known for spearheading the private healthcare sector in Sri Lanka, and also having established a strong presence in the Construction, Manufacturing, Trading, Lubricant and Aviation sectors. Located in the heart of Colombo, NCHS aspires to play a central role in making Sri Lanka an international education hub of Asia.

## Student Services Coordinator

### Job Profile

- Liaising with students who have poor class attendance
- Enrolment advice and follow up with students who want to add/drop units
- Follow up on student concerns identified by the management
- Organizing student exit interviews and pre departure sessions
- Handling student grievances and provide counseling for students when needed
- Organize students' internships and work placements
- Conducting Student Development seminars / activities
- Conduct Lecturer Satisfaction Survey

### Candidate Profile

- Higher Diploma/ Bachelor's degree or an equivalent qualification from a recognized university
- Possess excellent oral and written communication skills in English.
- Possess good general IT literacy skills
- Be able to work under pressure/proactive & should be a team player
- 1-2 years of working experience in a similar capacity will be an added advantage.

If you are interested please forward your curriculum vitae along with the contact details of two non-related referees to reach us within 7 days of this advertisement to [careers@nchs.edu.lk](mailto:careers@nchs.edu.lk)

\*Please note that only short-listed candidates will be contacted.