

INTERNATIONAL STUDENT COORDINATOR



RESPONSIBILITIES

- ▶ Coordinates day-to-day operations of Try Student Visa office both Colombo & Adelaide.
- ▶ Serves as the first point of contact with the office for incoming students.
- ▶ Coordinates the visa processes for incoming students, including assisting student in providing all documents and securing visa approval letters.
- ▶ Supports the hand off of student paperwork and continues the recruiting process for all students from the Colombo & Adelaide Office following acceptance and deposit.
- ▶ Tracks paperwork process for incoming students.
- ▶ Coordinates the course registration process, housing contracts and airport pickup for all study abroad students.
- ▶ Assist the Student Visa counselors with regular back office student support.

COMPETENCE

- Excellent communication skills ◀
- Excellent planning and organizational skills ◀
- Confidentiality and discretion ◀
- Flexibility and ability to work under pressure ◀
- while maintaining calm & friendly demeanor ◀
- Knowledge of visa processes
- Knowledge of college academic policies and procedures ◀
- Strong computer skills(MS Office suite and other software ◀
- used by the office)
- Fluent in English spoken & written English ◀
- Multi-tasking ◀
- Team player ◀

Send us your CV via

info@trymigration.com



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www.trymigration.com