

Program Coordinator

Description

The Program Coordinator is responsible for supporting students throughout their academic journey, from admissions and enrollment to program completion. The role includes student consultations, program assessments, coordinating admissions with partner institutions, maintaining student records, and ensuring students receive ongoing academic and administrative support.

Responsibilities

- Register new students and create student files.
- Conduct initial student consultations and program assessments.
- Provide information on Diploma, Bachelor's, Master's, and PhD programs.
- Guide students through admission and enrollment procedures.
- Review and verify student documents for completeness and accuracy.
- Request additional documents and information when required.
- Assist students with application forms and enrollment documentation.
- Coordinate admissions and registrations with partner institutions.
- Monitor student enrollment status and academic progress.
- Maintain accurate student records and database information.
- Provide continuous guidance and support throughout the student's academic journey.
- Communicate program updates, schedules, deadlines, and academic requirements.
- Coordinate with universities, colleges, lecturers, and academic departments.
- Assist students with course registration, academic documentation, and administrative matters.
- Follow up with students to ensure successful program completion.
- Handle student inquiries and resolve issues professionally.
- Ensure compliance with institutional policies and procedures.
- Prepare reports and maintain administrative records.

Job Benefits

- **Basic Salary:** Rs. 50,000
- **Net Salary:** Rs. 50,000

Qualifications

- Diploma or Bachelor's Degree in Business Administration, Education, Management, Administration, or a related field.
- Previous experience in student services, education consulting, admissions, administration, customer service, or program coordination is preferred.
- Excellent written and verbal communication skills in English.
- Strong organizational and time-management skills.
- Ability to manage multiple students and tasks simultaneously.
- High attention to detail and accuracy.
- Strong customer service and relationship management skills.

Hiring organization

Lanka Talents Creations (Pvt) Ltd

Industry

Higher Education / Education Management

Employment Type

Full-time

Job Location

Battaramulla, Battaramulla

- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to work independently and as part of a team.
- Professional, responsible, and student-focused attitude.

Contacts

- **Call / WhatsApp:** 070 500 2122
- **Email:** dehara@lankatalents.lk