

Join Our Team as a... **ASSISTANT ACADEMIC COORDINATOR**



About us

Royal Institute comprises of 5 schools (Under the banner of "Royal Institute International School"), a higher education arm (Royal Institute of Colombo/ RIC), an online teaching platform (Royal Institute Smart Academy), a skill development unit (Royal Institute Center of Skills / RICS) and a Sports Complex. Being a pioneer in the education sector, Royal Institute has maintained a tradition of providing quality education to students for 50 years.

The Royal Institute Smart Academy (RISA) is a newly established online educational institution, focusing on expanding the 50 years of RI legacy in the global education industry. RISA conducts Cambridge O-Levels, AS-Levels, and A-Levels via a cutting-edge online learning delivery platform. As an accredited Cambridge Online School, RISA offers students the chance to earn globally recognized qualifications. We seek talented educators to join our vibrant team on this international platform dedicated to delivering high-quality education worldwide.

Position Summary

We are looking for an Assistant Academic Coordinator to manage the academic and administrative aspects of RISA, our online educational institution. This pivotal role entails managing scheduling, course planning, curriculum development, and various student administration functions. The ideal candidate will ensure the seamless operation of all academic and administrative aspects of RISA to maintain our standards of excellence.

Key Responsibilities:

- Assist the processing of student leads from submission to enrolment, ensuring adherence to management standards and timely handling.
- Provide exceptional service to applicants throughout the registration process, ensuring their needs are met at every stage.
- Act as a liaison with students or their guardians, guiding them through registration and providing necessary information on programs and organizational details.
- Manage student inquiries and admissions, ensuring service delivery standards are consistently met throughout their journey.
- Maintain accurate and up-to-date records in designated systems, generating data reports for relevant meetings and offering informed recommendations to the top management.
- Collaborate closely with the marketing team, sharing insights on lead conversion ratios and student behaviour patterns to optimize RISA brand and marketing campaigns.
- Take responsibility for overall RISA growth, meeting designated annual/semester targets.
- Oversee RISA's social media presence, promptly addressing student requests and ensuring stakeholders receive necessary information.
- Conduct regular research and reporting on competitor activities, trends, and developments in the online education sector, providing insights to RISA decision-makers.
- Reviewing course syllabi to ensure that they are aligned with the objectives.
- Providing advice and guidance to both teachers and students concerning their academic advancement.
- Organize RISA meetings, workshops, and additional activities fostering student learning and growth.
- Oversee program management to deliver high-quality services tailored to meet student requirements.

Qualifications

- Bachelor's degree in Education, Business Administration, or related field required. Master's degree preferred.
- Minimum 3 years of experience in academic administration, student services, or related field.
- Familiarity with academic policies, procedures, and regulations.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to effectively communicate with students, faculty, staff, and external stakeholders.
- Attention to detail and accuracy in all aspects of work.

Why Join Us?

At Royal Institute Smart Academy, you will be part of an innovative and passionate team dedicated to making a real difference in the world of education. We offer a dynamic, challenging, and supportive environment where your ideas and contributions are valued. Join us in our mission to expand access to high-quality education and shape the future of learning.

Interested candidates are invited to submit a resume and a cover letter detailing their experience and achievements related to scaling online education platforms, as well as explaining why they are passionate about this opportunity. Applications should be sent <https://zurl.to/IOP0?source=CareerSite> or to careers@royalinstitute.org