

WE'RE  
**HIRING**

# Teacher's Assistant

## Hospitality Management



### Responsibilities:

- Preparing Teaching Materials, Presentations, and Classroom Setups.
- Providing Technical Support for Audiovisual Equipment and Teaching Aids.
- Assisting Students with Practical Training (e.g., Front Office, Housekeeping, Food & Beverage).
- Maintaining Attendance Records and Supporting the Academic Team with Administrative Tasks like Data Entry and Grading.
- Assisting the Teacher with Assessment Preparation
- Staying Current with Industry Trends and Participating in Professional Development.
- Completing Special Tasks Assigned by the Department Head.

### Qualifications:

- Certification/Diploma in Hospitality is Required
- Previous Experience in the Hospitality Industry or Vocational Education Is Advantageous
- Strong Communication Skills, Both Verbal and Written
- Demonstrated Ability to Work Effectively in a Team Environment
- Patience and Empathy in Working with Diverse Students and Learning Styles
- Basic Technical Skills for Handling Audiovisual Equipment and Software Applications
- Attention to Detail and Organizational Skills for Administrative Tasks
- Ability to Maintain a Positive and Supportive Learning Environment.

Your application must be forwarded with names of two non-related referees to [humanresources@cahm.lk](mailto:humanresources@cahm.lk).