

## INTERNAL ADVERTISEMENT

ASSIGNMENT OF ON- LINE TUTORS (on Contract)

ONLINE DISTANCE LEARNING PROJECT

DEPARTMENT OF ENGLISH LANGUAGE TEACHING

Applications are invited from suitable candidates for the assignment of Office Assistant (On contract) to serve in the Department of English Language Teaching.

➤ **Qualifications**

- A Degree with specialization in English with first or second Class (Upper Division) Honours;

**Or**

- A Degree with specialization in English with Second Class (Lower Division) Honours;

**Or**

- A Degree with specialization in English without Honours;

**Or**

- An English Medium Degree with post graduate qualifications with Teaching English as a Second Language (TESL).

**And**

- High level of computer skills

➤ **Experience** - In handling LMS teaching mode materials and teaching in blended mode.

➤ **Responsibilities** - To monitor student's participation, performance and progress regularly.

To provide academic learner support by guiding them in their learning progress

To provide appropriate feedback on assignments to students

➤ **Working Hours** - On site work for a minimum of two hours for three days per week in addition to regular online facilitation of student's work

➤ **Remuneration** - Not less than Rs.55,000/- per month

The appointment is on a full time contract basis initially for a period of 02 years.

A self-prepared application should be sent to the "***The Department of English Language Teaching, Faculty of Arts, University of Colombo***" on or before 31 January 2023. Please include your telephone number and email address.

Head  
Department of English Language Teaching  
Faculty of Arts