



Faculty of Arts
University of Colombo

Post of Temporary Assistant Lecturer

Applications are invited for the post of Temporary Assistant Lecturer to the Deans' Office, Faculty of Arts, University of Colombo

Qualifications

- A Degree with First or Second Class (Upper Division) in Honours Degree in any discipline of study (GPA- 3.4 or above)
- Ability to work efficiently with computer applications/packages (especially with MS Excel and MS Access)
- Be fluent in communication in English and Sinhala (the ability to read and write in Tamil will be added advantage)
- Required IT skills for handling and maintaining statistics/information in different databases /MIS system

Working Hours

- Monday to Friday from 8.00 am to 4.00 pm

Job Role

- To maintain statistics of various required fields
- To gather and disseminate real-time/historical data on time as when required
- To assist academic and administrative work of the Faculty
- To facilitate classroom activities, tutorials, and discussions
- To coordinate student activities and other duties assigned by the Dean/Faculty of Arts.

The appointment is for six months initially and renewed up to 02 years thereafter. Students who graduated from the Faculty of Arts, University of Colombo are encouraged to apply.

A self-prepared application along with a scanned copy of the degree certificate/transcript and N. I. C should be emailed to, deansoffice@arts.cmb.ac.lk on or before **10th August 2023**. The post should be indicated in the subject line of the email.

Applications received after the closing date will not be considered.

Dean
Faculty of Arts
University of Colombo

02.08.2023