Position Title	Administrative Assistant
Appointment	Full-time
Reporting to	Associate Dean – Faculty Affairs & Associate Dean - Academic Graduate Studies & Research
Department	Faculty Affairs Division & Academic Graduate Studies & Research Development
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East.

BPDC is approved by the University Grants Commission and Ministry of Human Resource Development, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai.

BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.

BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization.

BPDC offers B.E, BBA, M.E., M.B.A. and Ph.D. programmes in various engineering and allied disciplines, with nearly 1500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course |

	structure organized in partnership with over 400 companies, facilitates industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	- Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. - Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. - Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behavior. - Actively engage in and embrace professional development opportunities. - Undertake any reasonable tasks as directed.
Job Purpose	To provide comprehensive administrative support to the Faculty Department, ensuring efficient day-to-day operations. This role involves handling various administrative tasks, managing departmental resources, supporting faculty and students, and coordinating with university-wide departments
Key Responsibility Areas	- Responsible and accountable for providing administrative support to faculty members, department heads, and other staff. - Responsible for managing program-related operations, including timetables, event calendars, and industry visits. - Responsible and accountable for collecting and analyzing data to monitor program progress - Responsible for serving as a point of contact for students, staff, and faculty for departmental inquiries. - Assist in the coordination of departmental events such as conferences, seminars, workshops, outreach and orientation programs. - Assist in managing the department's budget, including processing invoices, tracking expenditures, stipends, research funding. - Assist in student-related administrative tasks, including handling registration, scheduling, and maintaining student records. - Support faculty in assessment-related activities, attendance tracking, and use of instructional technology. - Maintain and update the department's academic records database. - Ensure compliance with university policies, procedures, and regulations. - Assist in the preparation and submission of reports for accreditation and other university-wide initiatives. - Maintain records of faculty achievements, publications, and ongoing research projects.

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	• Support faculty and staff in managing department projects, initiatives, and new programs. • Handle miscellaneous administrative tasks as assigned by the Department head or other senior staff.
Competencies Required	• Strong organizational and multitasking skills. • Excellent communication and interpersonal abilities. • Proficiency in data management and various computer applications/tools. • Familiarity with Learning Management Systems (LMS) and educational technologies. • Problem-solving skills. • Team collaboration and adaptability.
Educational qualification	Bachelor's degree in any science or engineering discipline. Master's degree desirable
Experience	3-5 years of administrative experience, preferably in an academic environment
Remuneration	Commensurate with qualifications and experience

Interested candidates meeting the above qualifications and experience must apply online at http://universe.bits-pilani.ac.in/dubai/careers by **January 6, 2025**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.