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|  <b>BITS Pilani</b><br>Dubai Campus | <b>JOB DESCRIPTION</b> | BITS- HR-JD-F03 |                |
|  |                        | Rev. No.        | 00             |
|  |                        | Issue No        | 01             |
|  |                        | Issue Date      | 24 - 01 - 2025 |

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| <b>Position Title</b>  | Administrative Assistant  |
| <b>Appointment</b>   | Full-time   |
| <b>Reporting to</b>  | Associate Dean – Student Welfare  |
| <b>Department</b>  | Student Welfare Division  |
| <b>Location</b>  | Dubai, UAE  |
| <b>About BITS-Pilani Dubai Campus</b><br><a href="https://www.bits-pilani.ac.in/dubai/">(https://www.bits-pilani.ac.in/dubai/)</a> | <p>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.</p> <p>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.</p> <p>BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.</p> <p>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.</p> <p>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.</p> |
| <b>BPDC as a preferred workplace</b>   | 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.   |

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| <b>Institutional Responsibilities and Accountabilities</b> | <ul style="list-style-type: none"> <li>Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct.</li> <li>Work in accordance with BPDC's policies and procedures including following safe work practices for self and others.</li> <li>Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behavior.</li> <li>Actively engage in and embrace professional development opportunities.</li> <li>Undertake any reasonable tasks as directed.</li> </ul>  |
| <b>Job Purpose</b>   | The Administrative Assistant in the Student Welfare Division supports the team by managing day-to-day administrative functions, ensuring smooth operations, and contributing to the welfare and success of students. This role requires excellent organizational, communication, and multitasking skills, as well as the ability to interact with students, staff, and external stakeholders.   |
| <b>Key Responsibility Areas</b>                            | <ul style="list-style-type: none"> <li>Provide administrative assistance to the Student Welfare Division, including scheduling meetings, maintaining records, and handling correspondence</li> <li>Act as a first point of contact for students seeking support ensuring their concerns are addressed promptly and appropriately</li> <li>Assist in organizing workshops, seminars, and welfare programs for students, ensuring all logistical arrangements are in place.</li> <li>Maintain accurate records of student activities, welfare programs, and incident reports; prepare monthly or quarterly reports as required.</li> <li>Ensure adherence to university policies related to student welfare and provide administrative support for policy communication and enforcement.</li> </ul> |
| <b>Competencies Required</b>                               | <ul style="list-style-type: none"> <li>Strong verbal and written communication skills to interact with students, faculty, and stakeholders effectively</li> <li>Ability to assess student concerns and determine appropriate courses of action</li> <li>Empathy and patience when dealing with student issues or concerns.</li> <li>Ability to maintain professionalism in diverse situations.</li> <li>Strong time management and multitasking capabilities.</li> <li>Knowledge of student welfare policies and procedures</li> <li>Proficiency in Microsoft Office Suite, design software applications</li> </ul>   |
| <b>Educational qualification</b>                           | <ul style="list-style-type: none"> <li>A bachelor's degree in administration, social sciences, or a related field is preferred.</li> <li>Knowledge of student welfare or higher education administration is an advantage.</li> </ul>  |
| <b>Experience</b>  | <b>2–4 years</b> of experience in administrative support, preferably in a student services or education environment.  |

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| <b>Remuneration</b>  | Commensurate with qualifications and experience |
| <p>Interested candidates meeting the above qualifications and experience must apply online at <a href="http://universe.bits-pilani.ac.in/dubai/careers">http://universe.bits-pilani.ac.in/dubai/careers</a> by <b>February 10, 2025</b>. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p> |   |