



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Executive – Admissions, Bilingual (Arabic & English)
Appointment	Full-time
Reporting to	Sr. Manager - Admissions
Department	Admissions
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	<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</p>



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

	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	<ul style="list-style-type: none"> ● 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 behaviour. ● Actively engage in and embrace professional development opportunities. ● Undertake any reasonable tasks as directed.
Job Purpose	To manage the recruitment, evaluation, and selection process of prospective students.
Key Responsibility Areas	<ul style="list-style-type: none"> ● Responsible and accountable for Recruitment and Outreach <ul style="list-style-type: none"> ○ Promote the university: Represent the institute at high schools, college fairs, virtual sessions, and other recruitment events. ○ Engage with prospective students: Provide information on programs, scholarships, financial aid, and admissions processes to prospective students and their families. ○ Build relationships: Cultivate relationships with high school counsellors, community organizations, and other influencers to increase university visibility and attract diverse applicants. ○ Generate leads to increase enrolment numbers ● Assist in developing admission collaterals, promotional kiosks, presentations ● Keep up-to-date on admissions trends, high school curricula, and changes in standardized testing policies (e.g., test-optional admissions). ● Responsible and accountable for evaluating student applications, including academic records, personal statements, letters of recommendation, extracurricular activities, and other application materials. ● Responsible and accountable for assessing eligibility i.e. determining whether applicants meet academic, program-specific, and other criteria set by the university.



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

	<ul style="list-style-type: none">• Work collaboratively with other admissions staff or committees to determine whether an applicant should be admitted, waitlisted, or rejected based on established criteria.• Responsible for communicating admissions decisions in a timely and professional manner, ensuring applicants are informed of their status (accepted, denied, waitlisted).• Provide counselling and advice to prospective students regarding their application process, available programs, and university policies• Responsible for supporting diversity and inclusion of underrepresented groups• Responsible and accountable for ensuring accurate and up-to-date records of applicants, admissions decisions, and related documents are kept in compliance with privacy regulations• Responsible and accountable for entering data into admissions systems and preparing regular reports on application trends, statistics, and progress toward enrolment goals• Participate in ongoing training and professional development opportunities to improve admissions practices and maintain a high level of service to prospective students• Assist in any other institutional tasks as requested by the leadership
Competencies Required	<ul style="list-style-type: none">• Strong verbal and written communication skills in English & Arabic, presentation skills are essential for interacting with students, families, and university staff.• Ability to manage multiple tasks, meet deadlines, and maintain attention to detail.• Cultural Competence: Understanding and promoting diversity, equity, and inclusion in the admissions process.• Proficiency in using student information systems, Microsoft Office Suite, and other relevant software
Educational qualification	Masters in Marketing, Communications, Business, or a related field
Experience	5-7 years of relevant experience in admissions, customer service, counselling, or higher education
Remuneration & benefits	Commensurate with qualifications and experience
<p>Interested candidates meeting the above qualifications and experience must apply online at http://universe.bits-pilani.ac.in/dubai/careers by 10-March-25. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p>	