

 BITS Pilani Dubai Campus	JOB DESCRIPTION	BITS- HR-JD-F03	
		Rev. No.	00
		Issue No	01
		Issue Date	20 - 12 - 2024

Position Title	Executive – Career Services
Appointment	Full-time
Reporting to	Manager – Career Services
Department	Career Services
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 industry attachment for students in preparation for their future careers.</p>

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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	Responsible for fostering partnerships with industry leaders, coordinating student outreach initiatives, managing data accumulation processes, and driving student employment growth.
Key Responsibility Areas	<p>Responsible and accountable for Industry Networking and Relationship Building by proactively engaging with industry partners to establish and maintain relationships aimed at creating internship and job opportunities for students.</p> <ul style="list-style-type: none"> ○ Attend industry events, conferences, and networking functions to represent the institution and identify potential collaboration opportunities. ○ Collaborate with employers to understand their hiring needs and preferences, and tailor internship and job placement strategies accordingly. <p>Responsible and accountable for Student Coordinator Team Management by supervising and mentoring the student coordinator team responsible for employer outreach and event organization.</p> <ul style="list-style-type: none"> ○ Provide guidance and support to ensure effective communication with employers and seamless coordination of career-related events and activities. ○ Monitor team performance and provide regular feedback to enhance productivity and efficiency. <p>Responsible and accountable for data accumulation and due diligence related to student employment outcomes, internship placements, and employer engagement activities.</p> <ul style="list-style-type: none"> ○ Generate reports and analysis to track key performance indicators and identify areas for improvement.

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	<p>Responsible and accountable for Student Employment Growth by developing and implementing strategies to enhance student employment opportunities and career readiness.</p> <ul style="list-style-type: none"> ○ Collaborate with academic departments to integrate career development initiatives into the curriculum and promote student success. ○ Evaluate the effectiveness of career services programs and initiatives, and make recommendations for continuous improvement.
Competencies Required	<ul style="list-style-type: none"> • Strong interpersonal and communication skills, with the ability to build and maintain relationships with diverse stakeholders. • Proficiency in data management and analysis, with a keen attention to detail. • Knowledge of industry trends, employment regulations, and best practices in career services.
Educational qualification	Bachelor's degree in a relevant field (e.g., Business Administration, Human Resources, Counseling)
Experience	Minimum of 5+ years of experience in career services, recruitment, or related fields.
Remuneration	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 January 6, 2025. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p>	