



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

<p>About BITS, Pilani</p>	<p>Birla Institute of Technology & Science, Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with Its headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.</p> <p>Work Integrated Learning Programmes (WILP) was established in 1979 and focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 47+ programmes, 1,26,000+ working professionals graduated, 46,000+ working professionals enrolled.</p>
<p>Industry/Service</p>	<p>Higher Education</p>
<p>Post/Job Title</p>	<p>Executive / Sr. Executive</p>
<p>Job Type</p>	<p>Regular, Full time</p>
<p>Reporting to</p>	<p>Manager - Operations</p>
<p>Will also work very closely with</p>	<p>External: Corporate Clients, Students and Outsourced Services Vendors Internal: All the Staff Members, Faculty, Students, Operations and Administrative teams</p>
<p>No. of positions & Location</p>	<p>1 in Bangalore</p>
<p>Principal Accountabilities & Responsibilities</p>	<p>Programme Operations:</p> <ul style="list-style-type: none"> • Facilitate student engagement, communication, and academic planning, including course offerings, timetables, and faculty assignments. • Provide administrative and logistical support to faculty, Learning Facilitators (LFs), and Teaching Assistants (TAs), including honorarium processing and report sharing. • Oversee course management, assessments, examinations, dissertation processes, and experiential learning initiatives. • Ensure timely processing of faculty honorariums, maintain student records, and generate reports. • Maintain student records, track academic performance, and ensure smooth semester operations through collaboration with internal teams and stakeholders. • Coordination with various Back Office Cells team members to ensure smooth Semester Operations for all assigned programme batches. <p>General Administration:</p> <ul style="list-style-type: none"> • Manage office operations, including scheduling, travel arrangements, correspondence and record-keeping. • Oversee bookkeeping, procurement, inventory management for office supplies and equipment and compliance with administrative policies. • Handle guest, client and student relations, coordinate meetings, and assist in immersion and orientation sessions conducted at the office. • Ensure efficient office operations through process optimization, effective coordination and administrative support. • Support office administration data management and reporting.

Qualification and Personal Profile	<p>Graduate in any discipline</p> <p>Minimum of 3-5 years of post-qualification work experience in Education Operations & Administration in Universities, Technology Training Companies / Test Preparation Companies / Skill Development Companies / Education Companies.</p> <p>Candidates with experience in L&D and Training Operations management with large IT Corporations will also be considered for the role.</p>
Other Skill and Ability Requirements	<p>Best Practices in Customer Relationship Management, Adherence and Improvement of Standard Operating Procedures, Readdressing of Customer Grievance System, Vendor Management, Proficient at MS-Excel.</p> <p>Process Orientation, Planning and Organizing Skills, Office Administration, Execution Focus, Working with Cross Functional teams, Strong Verbal and Written Communication skills, Problem Solving, Service Orientation and Data Management skills.</p>
Compensation	<p>6 to 8 lakhs per annum commensurate with experience</p>