



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

JOB DESCRIPTION

About BITS, Pilani	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 headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular
Post/Job Title	Officer
Reporting to	Associate Dean, AGSRD
Will also work very close with	Relevant Internal & External Stakeholders.
No of positions	One
Job Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none">• Manage all internal relationship interfaces with AGSRD offices of other campuses, AUGSD Office, Alumni Office, Student's Welfare Division, Accounts & Finance, Faculty Affairs, Registrar Office, Students, Faculties, amongst others.• Process scholarships and prepare reports etc. by liaising with both internal and external stakeholders.• Liaise with external funding agencies, collaborating institutes, such as, RMIT Australia etc. for any custom data requirement, report preparation, and communication.• Proactively create and maintain all progress status updates, reports and notes for ongoing activities.• Ensure data entry into the database and software, periodic analysis of the data, generating evidence based reports from the data to make decisions.• Ensure and track the academic life cycle of the students.• Bring efficiency by developing/implementing software modules.• All the Inbound/Outbound activities of PhD students & Faculty members under BITS-RMIT Higher Education Academy.• Closely working with the Dean, AGSRD Office.
Qualification and Experience	<ul style="list-style-type: none">• Post Graduate (preferably with MBA) with 3 years of minimum experience or Graduate with minimum 10 years of relevant experience.• Should not be above 40 years of age as of 1st Jun 2024.• Previous experience of working in educational institutes would be preferred.• Excellent Word, Excel, PowerPoint skills, along with spoken and written communication skills.• Excellent people management and listening skills for day to day activities with students, faculties, other internal/external offices. <p>" The Director may, however, consider extraordinary circumstances for modifying the age limits. Age limits prescribed for the posts are not applicable for regular employees of the Institute."</p>
Remuneration	Suitable candidate will be placed in Level 7 with a minimum pay of Rs. 44900/- per month plus DA & other benefits as per Institute Norms.