Birla Institute of Technology & Science, Pilani
Hyderabad Campus
General Administration Unit

About BITS, Pilani	**Birla Institute of Technology & Science, (BITS Pilani)** is an Institution declared as Deemed to be University under **Sec. 3** of the **UGC Act** in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry / Service	Higher Education
Post / Job Title	**Senior Officer - Academic Graduate Studies & Research Division**
Job Type	Regular, Full time
Reporting to	**Dean – Academic Graduate Studies & Research Division** is responsible for coordinating all matters related to HD and PhD programmes, including admissions, enrollment, registration, student life-cycle events and graduation.
Will also work very closely with	<u>Key Internal:</u> Registrar's Office, Deputy Registrar, Faculty, Students, Accounts, ERP team
No. of Positions & Job Location	**1 position at BITS Pilani Hyderabad Campus**
Principal Accountabilities & Responsibilities	• Assisting the Dean in relevant processes associated with Higher Degree & Ph.D. student life cycle at the Institute level. • Maintaining Higher Degree & Ph.D. student records at the Institute level. • Liaising with Associate Deans (AGSRD) and their offices across campuses w.r.t. data & information required. • Preparation of data reports for various stakeholders at the Institute level (for reviews, rankings, etc.), as and when required. • Data management of Higher Degree & Ph.D. student life cycle in ERP • Ability to organize meetings and events; taking minutes; developing documents • Requires coordination with all the campuses. • Preparing various types of Notes for Approvals (NFAs). • Handling complete administrative functions of the Institute wide AGSRD office to support routine operations. • Maintaining record of income & expenditure related to AGSRD budget. • Maintaining the Institute wide AGSRD webpage. • Any other responsibility assigned by the Dean from time to time.
Qualification and Personal Profile	Master's degree in any discipline with 5-10 years in similar role in an academic institution.
Other Skill and Ability Requirements	• Should have excellent knowledge and hands-on experience with MS-Office. • Should possess excellent IT and word-processing skills and ability to record data accurately and undertake data processing and analyze data to understand and use for decision making. • Excellent written and verbal communication and interpersonal skills • Should exhibit a high degree of ownership, commitment and flexibility. • Ability to work in a team environment and availability as per work demands.