

Job Description

Position Title:	Hostel Superintendent
Function:	Support Function
Reporting to:	Chief Warden
Location:	BITS – Hyderabad Campus
<p>Brief Job Description:</p> <ul style="list-style-type: none"> • Providing ideal care by way, counseling and high standards of safety and livability in the hostel. • Monitor the quality of food being provided in the messes • To facilitate their holistic development – physical, mental, intellectual and spiritual • Ensure safety and security of all boarders at all times. • To ensure maintenance of discipline in and around the Hostel • To ensure an atmosphere of peace and harmony of all the inmates on campus • To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel. • To ensure housekeeping and cleaning of the premises • Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel block • Responsible for addressing medical/social and personal emergencies of all students. Accompany students to the hospital in case of serious illness or injury. • Be a point of contact with parents, who are kept informed by reports and informal contact • To issue “Outstation form” to students who are going home etc. Collect the filled up form and hence maintain a record of the absence of the students from the campus. • Liaise with Student Welfare Division office for distribution of information and documents to students 	
<p>Educational Qualification:</p> <ul style="list-style-type: none"> • A Graduate with minimum 10 years relevant experience in reputed educational institutions. 	
<p>Work Experience and Skills required:</p> <ul style="list-style-type: none"> • Mature and passionate about students and education • Experience in handling emotional, psychological issues of students • Good administrative & operational skills • Creative, open to learning and willing to work in the team • Good knowledge of written and spoken English, Hindi and Telugu. • Ability to operate a computer and working knowledge of MS Office. 	

Director

Dean (Administration)

Reporting Officer

Manager – HR