



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

Job Description

Position Title:	Assistant Hostel Superintendent
Function:	Support
Reporting to:	Chief Warden
Location:	BITS Pilani– Hyderabad Campus
Brief Job Description: <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	
Educational Qualification: <ul style="list-style-type: none">• A Graduate with minimum 5-10 years of relevant experience in reputed educational institutions.	
Work Experience and Skills required: <ul style="list-style-type: none">• Mature and passionate about students and education• Experience in handling emotional, psychological issues of students• Physical Fitness is desirable.• 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 -Excel	