



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	<ul style="list-style-type: none"> 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.
Remuneration	Rs. 8 – 10 Lakhs annual CTC (which includes target-based performance incentives). Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.
Other Skill and Ability Requirements	<ul style="list-style-type: none"> 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.