



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

Job Description – office Assistant - AUGSD

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	Office Assistant
Job Type	Regular, Full time
Reporting to	Associate Dean – Academic Undergraduate Studies Division (AUGSD)
Will also work very closely with	<u>Key Internal:</u> Faculty, Students
No. of Positions & Job Location	One Position in BITS Pilani Hyderabad Campus
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> • Handling all tasks related to Faculty Feedback process. • Entry & test of examination seating arrangements. • Extending ERP support to faculty for Grades Submission. • Administration of BITS-LMS • Generating various data reports for analysis. • Any other responsibility assigned by the Associate Dean from time to time.
Qualification and Personal Profile	<ul style="list-style-type: none"> • B.E./ B.Tech /BCA / B.Sc. (CS) with minimum 3 years of relevant experience. • Knowledge of Computer Programming will be added advantage • Experience of working in an ERP environment and cloud computing is desirable. Prior experience in an office setting will be preferred.
Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Should have excellent knowledge and hands-on experience with computers especially MS-Office. • Should possess excellent IT and word-processing skills and ability to record data accurately and undertake data processing. • Should have good communication skills with a good command over English. • Should be punctual, methodical, organized and self-motivated. • Should exhibit a high degree of ownership, commitment and flexibility. • Should have the ability to work independently and as one of a team.
Compensation	Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25,500/- per month plus DA and other benefits as per Institute Norms.