



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Job Description - Assistant Hostel Superintendent(Third Party Roll)

About BITS, Pilani	Birla Institute of Technology & Science (BITS), Pilani has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under Section 3 of the UGC Act 1956 and is a renowned science and technology institute with its headquarters located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry / Service	Higher Education
Post / Job Title	Assistant Hostel Superintendent
Job Type	Term of appointment is for 1-year on third party payroll, further renewable based on performance and requirement.
Reporting to	Chief Warden
Will also work very closely with	<u>Key Internal:</u> Students, Wardens, Staff of Student Welfare Division, Estate Management Unit, Purchase & Stores <u>Key External:</u> Students' Parents / Guardians, Vendors, Contractors
No. of Positions & Job Location	3 Nos – Hyderabad
Principal Accountabilities & Responsibilities	• Providing ideal care by way, counseling and high standards of livability in the hostel. • Facilitating holistic development of students – physical, mental, intellectual and spiritual. • Ensuring safety and security of the hostel residents at all times. • Periodic and regular patrolling of hostels (including during the nights) and connecting with students to understand and resolve their issues or escalate them, as applicable. • Taking care of ill students, in consultation with Hostel Authorities and Medical Centre, addressing social and personal emergencies of students, accompanying students to the hospital in case of serious illness or injury. • Being a point of contact with parents, who are kept informed by reports and through informal contact. • Maintaining discipline in and around the hostel; being vigilant of students' probable disciplinary issues and reporting them to the concerned authorities. • Monitoring work related to hostel maintenance, upkeep and housekeeping. • Contacting external agencies for sourcing materials and assisting in hostel inventory management. • Handling hostel administrative work such as maintaining students' database, records of disciplinary cases, systematic hostel room allotments when required, issue of student day passes, rostering of hostel attendants, etc. • Any other responsibility assigned by the Chief Warden from time-to-time.



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Qualification and Personal Profile	• Young & dynamic graduate (preferably in Psychology / Behavioral Sciences) with 8 years of post-qualification experience. • Prior experience in same or similar type of duties like interfacing with students in an educational institute, handling medical cases of students, para-medical experience etc. will be an added advantage. Note: Qualification & Experience criteria may be relaxed for exceptional candidates.
Other Skill and Ability Requirements	• Should be mature and passionate about students and education. • Should have demonstrated experience in handling emotional / psychological issues of students. • Physical Fitness is desirable. • Should exhibit good people skills with evidence of being able to work collaboratively with different stakeholders, should be able to manage students and interact with their parents; should have the ability to work independently and as one of a team. • Should possess excellent planning and organization skills, with an eye for detail; should be creative and open to learning. • Should be computer savvy and conversant with MS-Office. • Should be proficient in verbal & written communication. • Should be punctual, methodical, organized and self-motivated. • Should exhibit a high degree of ownership, commitment and flexibility. • This is not a conventional role, may require candidates to be available on call or working in shifts, as per work demands..
Compensation	Suitable candidate will be placed with a CTC of up to Rs. 7.50 Lakhs per annum, commensurate with qualification and experience and in line with Institute Norms.



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