



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Job Description

About BITS, Pilani	Birla Institute of Technology & Science, 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	Higher Education
Role Summary	The Academic and Professional counsellor will provide personalized academic, career, and professional guidance to students, focusing on well-being, holistic development and placement readiness. The role complements the Manager-Training by ensuring 1:1 support and structured interventions for student success under the BITS CARES initiative
Job Type	Contractual, term of appointment is for 3 years, further renewable based on satisfactory performance review against the goals set.
Post / Job Title	Academic and Professional Counsellor
Reporting to	Primary: Chief Placement Officer / Faculty In-Charge – Placement / Chief Manager – Placement Dotted: Dean / Associate Dean – SWD
Will work closely	Placement Unit, SWD, AUGSD, AGSRD, All Academic Departments and Wellness In-Charge
No. of Positions	One Position at BITS Pilani Hyderabad Campus
Principal Responsibilities	<ul style="list-style-type: none"> • Conduct 1:1 counselling session for academic performance, career planning and personal growth. • Guide students in career goal setting, industry awareness, and role selection. • Help students manage stress anxiety and rejection during the placement season. • Support placement readiness through resume reviews, mock interviews, and group workshops. • Facilitate academic improvement strategies including but not limited to, study skills, time management and exam preparation. • Administer or interpret psychometric / aptitude assessments to provide structured guidance. • Design group sessions and workshops on communication, workplace adaptability, ethics and leadership. • Collaborate with the Placement Unit and Faculty to align guidance with recruiter's expectations. • Maintain confidential records, track progress and prepare student development reports for review. • Contribute to BITS CARE's wellness and placement initiatives, ensuring integration with institutional goals.
Qualification and Experience	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Master's degree in Psychology, Counselling, HR, Education or a related field. • 5-7 years' experience in academic / career counselling, student development or placement support. • Strong communication, empathy and ability to handle confidential information. <p>Desirable</p> <ul style="list-style-type: none"> • MBA / PGDM (HR / Training & Development) or certifications in career counselling / psychometric testing. • Exposure to corporate HR / recruitment or higher education counselling. <p>Training in mental health first aid or emotional intelligence.</p>
Remuneration	Rs. 12 to Rs. 15 lakhs per annum (inclusive of all benefits), commensurate with experience and expertise and meeting the eligibility criteria.