BITS Pilani Dubai Campus	**Career Opportunity @ BITS Pilani, Dubai Campus**

Position Title	Administrative Assistant – ERP & Data Management
Appointment	Full-time
Reporting to	Associate Dean of Undergraduate Studies
Department	Academic Administration of Undergraduate Studies
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East. BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and by the Knowledge and Human Development Authority (KHDA), Government of Dubai. BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India. BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization. BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates

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	industry attachment for students in preparation for their future careers.
BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	• Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To support the day-to-day operations of the Institute's ERP system for student and academic administration, ensuring accurate data entry, record maintenance, and timely reporting. The role will assist with data validation, regulatory reporting, ERP user support, and coordination with relevant departments to maintain data integrity and support institutional compliance.
Key Responsibility Areas	**1. ERP Operations and Data Management** • Update and maintain student and academic records in the ERP system accurately and within prescribed timelines. • Monitor assigned ERP transactions and workflows and follow up on pending activities. • Conduct routine data checks, identify discrepancies, and coordinate corrections with relevant departments. • Maintain data confidentiality and follow approved access and record management procedures. **2. Regulatory Reporting** • Compile, consolidate, and validate data required for Ministry, KHDA, and other authorized regulatory reports. • Coordinate with relevant departments to obtain required information and support timely submissions. • Maintain reporting schedules, supporting documents, and submission records. **3. ERP User Support and Coordination** • Assist authorized users with ERP navigation, data entry, report generation, and routine functional queries. • Record and track ERP-related issues and coordinate with IT or system support teams for resolution.

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	• Maintain basic user guides, process documentation, and records of resolved issues. **4. Reporting and Process Support** • Prepare routine and ad hoc reports using ERP data and Microsoft Excel. • Support data reconciliation, internal audits, and institutional reviews. • Identify recurring data errors and suggest improvements to data entry, reporting, and administrative workflows
Competencies Required	• Basic working knowledge of ERP systems; Oracle ERP or PeopleSoft experience is preferred. • Proficiency in Microsoft Excel, data entry, and report preparation. • Attention to detail and commitment to data accuracy. • Good organizational, communication, and coordination skills. • Ability to meet deadlines and handle confidential information responsibly. • Teamwork, accountability, and willingness to learn new systems.
Educational qualification	Bachelor's degree in Computer Science, Information Technology/ Information Systems, Data Analytics preferred.
Experience	3–5 years of relevant experience in ERP operations, data management, reporting, or administrative systems support. Higher education experience and familiarity with student information systems are preferred.
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by **22nd November 2026**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	