



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION

About BITS, Pilani	<p>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 headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.</p> <p>Work Integrated Learning Programmes (WILP) was established in 1979 focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 46+ programmes, 1,20,000+ working professionals graduated, 46,000+ working professionals enrolled.</p>
Industry/Service	Higher Education
Post/Job Title	Executive/ Sr. Executive - CSIS
Job Type	Regular, Full time
Reporting to	Assistant Professor – Off Campus
Will also work very closely with	Faculty & Staff
No. of positions	1
Job Location	Bangalore / Delhi
Principal Accountabilities & Responsibilities	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle department office operations and daily administrative tasks • Manage emails, phone calls, notices, and official communications • Maintain faculty records, department files, registers, and reports • Support in organizing department events (course workshops, seminars, FDPs, tech talks etc.) • Assist in preparation of letters, circulars, NFA's, meeting minutes, and reports • Coordinate with institute offices (Academic section, Exam cell, HR, Accounts, IT)
Qualification and Personal Profile	<ul style="list-style-type: none"> • Graduate in any discipline • Minimum 3 years' experience in office administration
Other Skills	<ul style="list-style-type: none"> • Proficiency in MS Office / Google Workspace (Word/Excel/Docs/Sheets), Meeting Platforms (Gmeet / Teams) and LMS. • Good communication and coordination skills • Strong organizational skills and ability to multitask • Basic computer operation, email drafting, printing/scanning • Ability to handle confidential information professionally