



Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

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 headquarter 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
Post/Job Title	<i>Academic and Professional Counsellor</i>
Reporting to	Direct Reporting to CPO/Chief Manager -Placement, and Dotted-line Reporting to Dean/Associate Dean, SWD
Will also work very close with	All the Academic Departments, AUGSD, AGSRD, and Wellness In-charge
No of positions	One
Job Location	Pilani
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, 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 Manager Training, Placement Division and Faculty to align guidance with recruiter's expectations. • Maintain confidential records, track progress, and prepare student development reports for review. • Contribute to BITS CARES wellness and placement initiatives, ensuring integration with institutional goals.
Qualification and Experience	<p><u>Prerequisites</u></p> <ul style="list-style-type: none"> • Master's degree in Psychology, Counselling, HR, Education or 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><u>Desirable</u></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. • Training in mental health first aid or emotional intelligence.
Remuneration	Rs 12 to Rs 15 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.
Tenure	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.