Birla Institute of Technology & Science, Pilani
Pilani Campus (**An Institution of Eminence**)

JOB DESCRIPTION

About BITS, Pilani	**Birla Institute of Technology & Science, (BITS Pilani)** is an Institution declared as Deemed to be University under **Sec. 3** of the **UGC Act** in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad. In 2018, BITS Pilani was accorded as "Institute of Eminence" status by Ministry of Education, Govt. of India.
Industry	Higher Education
Job Type	Term of 2 years and can be further renewed based on Performance
Post/Job Title	**Assistant Manager – Events**
Reporting to	Head, Alumni Relations
No of positions	**One**
Job Location	**Pilani**
Job Purpose	Assistant Manager – Events would be responsible for organizing events for alumni connect and engagement on BITS campuses, as well as in major Indian cities. The role would also be responsible for nurturing and cultivating relation with all BITSAA chapters across India and abroad. The role would facilitate BITS leadership visits to various cities / chapters and ensure that there is a steady flow of alumni for in-person events at all campuses of BITS.
Principal Accountabilities & Responsibilities	• Work with faculty and students to create opportunities for alumni to speak online / in-person, specifically for Pilani campus • Lead and organize campus reunions at the Pilani campus • Plan individual speaking sessions, events, and lead execution of these events. • Work with Student Alumni Relations Cell and other clubs of Pilani campus to organize periodical event on-campus • Design and execute off-campus or city events by liaising with BITSAA International and local alumni chapters • Help manage logistics of the international chapter visits by BITS leadership with local chapters • Manage outreach and post event feedback, with an opportunity to improve future event design • Any other task as assigned by the Head, Alumni Relations
Qualification and Personal Profile	• **Post Graduate with 5 years or Graduate with 15 years** of relevant experience in event management. Working for an event management agency or industry bodies such as NASSCOM, CII, FICCI or managing communities at Co-working spaces etc. would be a plus. • Demonstrated expertise of designing and coordinating events on own. • An educational institution or a university experience would be a plus. • Excellent spoken and written communication.
Remuneration	Suitable candidate will be placed on **CTC of up to Rs. 10 Lac p.a.** In addition, an appropriate housing facility will be provided within the campus, based on the availability.