



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 headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
Industry	Higher Education
Job Type	Regular
Post/Job Title	Senior Officer / Assistant Manager
Reporting to	Chief Placement Unit and Senior Manager, Placements
Will also work very close with	<u>Key Internal:</u> Deputy Manager Placements, Faculty, Staff & Students, Student Placement Coordinators <u>Key External:</u> Recruiters, Vendors
No of positions	One
Job Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none"> • Proven expertise in handling Recruiters on Campus & leading the Interactions and communication with them. • Engaging with New companies in order to meet the student's preferences. • Build and manage relationships with existing and new recruiters. • Responsible for organizing and increasing the summer internship opportunities for pre-final year students year on year. • Sharing reliable information to recruiters like students' tracker, participation, process, schedule, logistics & campus drive arrangements. • Managing all student-related activities from Job Posting, Applications, Management of the Placement Automation System, Students' Database, etc. • Coordinating with various departments and ensuring that the selection process is flawlessly conducted without any escalations from Recruiters. • Assisting in preparation of the Placement Calendar for the entire year. • Assisting in smooth functioning of the Placement Unit by streamlining Student Interactions, Faculty Meetings, etc. • Maintaining cordial relationship with all stakeholders of the Institute namely Academic Departments, PRO, Accounts, AUGSD, AGSRD, GAD and SWD. • Should be flexible to travel and meet the organizations as and when required • Any other duties assigned by the Chief, Placement Unit / Sr. Manager from time-to time.
Qualification and Experience	<ul style="list-style-type: none"> • Post Graduate with 4-5 years of relevant experience or Graduate with 12-15 years of relevant experience • Should not be above 40 years of age as of 1st Apr 2024. <p>*The Director may, however, consider extraordinary circumstances relaxation of experience, in case of the exception qualification or experience of the candidate</p>
Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Expert level written and verbal communication skills in English. • Should have the ability to work independently and as one of a team.



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	<ul style="list-style-type: none">• Should be punctual, methodical, organized and self-motivated.• Should exhibit a high degree of ownership, commitment, and flexibility, and should be able to put in extra hours as per work demands.• Good knowledge of MS Word, Excel and PowerPoint is a must
Remuneration	Suitable candidate will be placed in Level 8 with a minimum basic pay of Rs. 47,600/- or in Level 9 with a minimum basic pay of Rs. 53,100/- per month plus DA and other benefits as per Institute Norms