



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 headquarters 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 and focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 47+ programmes, 1,26,000+ working professionals graduated, 46,000+ working professionals enrolled.</p>
Industry/Service	Higher Education
Post/Job Title	Executive / Sr. Executive
Job Type	Regular, Full time
Reporting to	Manager - Operations
Will also work very closely with	<p>External: Corporate Clients, Students and Outsourced Services Vendors</p> <p>Internal: All the Staff Members, Faculty, Students, Operations and Administrative teams</p>
No. of positions & Location	1 in Chennai
Principal Accountabilities & Responsibilities	<p>Programme Operations:</p> <ul style="list-style-type: none"> Facilitate student engagement, communication, and academic planning, including course offerings, timetables, and faculty assignments. Provide administrative and logistical support to faculty, Learning Facilitators (LFs), and Teaching Assistants (TAs), including honorarium processing and report sharing. Oversee course management, assessments, examinations, dissertation processes, and experiential learning initiatives. Ensure timely processing of faculty honorariums, maintain student records, and generate reports. Maintain student records, track academic performance, and ensure smooth semester operations through collaboration with internal teams and stakeholders. Coordination with various Back Office Cells team members to ensure smooth Semester Operations for all assigned programme batches. <p>General Administration:</p> <ul style="list-style-type: none"> Manage office operations, including scheduling, travel arrangements, correspondence and record-keeping. Oversee bookkeeping, procurement, inventory management for office supplies and equipment and compliance with administrative policies. Handle guest, client and student relations, coordinate meetings, and assist in immersion and orientation sessions conducted at the office. Ensure efficient office operations through process optimization, effective coordination and administrative support. Support office administration data management and reporting.

Qualification and Personal Profile	<p>Graduate in any discipline</p> <p>Minimum of 3-5 years of post-qualification work experience in Education Operations & Administration in Universities, Technology Training Companies / Test Preparation Companies / Skill Development Companies / Education Companies.</p> <p>Candidates with experience in L&D and Training Operations management with large IT Corporations will also be considered for the role.</p>
Other Skill and Ability Requirements	<p>Best Practices in Customer Relationship Management, Adherence and Improvement of Standard Operating Procedures, Readdressing of Customer Grievance System, Vendor Management, Proficient at MS-Excel.</p> <p>Process Orientation, Planning and Organizing Skills, Office Administration, Execution Focus, Working with Cross Functional teams, Strong Verbal and Written Communication skills, Problem Solving, Service Orientation and Data Management skills.</p>