



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
Post/Job Title	Manager (Operations and Internal Engagement)
Position Type	Regular
Reporting to	Head – Alumni Relations
No of position	One
Job Location	Pilani
Principal Responsibilities	<ul style="list-style-type: none"> • Manage all internal relationship interfaces of Alumni Office, including Student Welfare Division, Accounts & Finance, Faculty Affairs, Registrar Office, Students, amongst others. • Process scholarships and other alumni projects being implemented at BITS campuses by liaising with both internal and external stakeholders • Proactively create and maintain fund utilization reports for alumni and CSR funds, and manage all related external and internal communication • Proactively create and maintain all progress status updates and reports for ongoing alumni and CSR projects • Ensure data entry of all funds received into funding database and software, and circulate periodic updates about the same • Liaise with BITSAA International for any custom data requirement and requests • Ensure and track Alumni Office budget and expenditures • Bring transparency by creating program reports and hosting them on BITS website
Qualification and Experience	<ul style="list-style-type: none"> • Post Graduate with 7 years of relevant experience in Documentation / Program Management. • Working with Financial Data would be preferred • Prior knowledge of working with internal customers a plus. • Excellent Word, Excel and PowerPoint Skills, along with spoken and written communication skills. • Excellent people management and listening skills • Self-motivated and able to work autonomously, take initiative and make decisions. <p>" The Director may, however, consider extraordinary circumstances relaxation of experience in case of the exception qualification or experience of the candidate.</p>
Remuneration	Suitable candidate will be placed in Level 11 with a minimum pay of Rs. 67700/- per month plus DA & other benefits as per Institute Norms.