



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

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. Work Integrated Learning Programmes (WILP) was established in 1979 focuses on providing continuing education to working professionals across different sectors. WILP has 45+ years of educating working professionals, 46+ programmes, 1,20,000+ working professionals graduated, 46,000+ working professionals enrolled.
Industry/Service	Higher Education
Post/Job Title	Project Coordinator
Job Type	Regular, Full time
Reporting to	Project Manager
Will also work very closely with	Faculty & Staff
No. of positions	1
Job Location	Hyderabad
Principal Accountabilities & Responsibilities	• Collect, clean, validate, and analyze data from multiple sources to generate meaningful insights and reports. • Develop dashboards, MIS reports, and data visualizations to support decision-making and project tracking. • Monitor project progress, timelines, and deliverables to ensure smooth execution. • Coordinate with cross-functional teams, stakeholders, students, partners, and implementation teams for project-related activities. • Prepare project documentation including MOMs, status reports, trackers, requirement documents, and presentations. • Support project planning, task prioritization, and follow-up to ensure timely completion of activities. • Identify trends, risks, gaps, and performance indicators through data analysis and provide actionable recommendations. • Assist in defining KPIs, reporting structures, and operational workflows for ongoing projects. • Maintain accurate records of project milestones, dependencies, and communication updates. • Support automation and optimization of reporting and operational processes wherever possible. • Collaborate with technical and functional teams to translate business requirements into analytical outputs. • Conduct periodic reviews of project and operational data to support continuous improvement initiatives.

	• Assist senior management in preparing strategic reports, presentations, and review summaries. • Provide coordination and operational support during project implementation, testing, training, and deployment activities.
Qualification and Personal Profile	• MSc, MBA or equivalent • 3+ years of experience in analytics or data roles, preferably in education, EdTech, or consulting
Other Skill and Ability Requirements	• Strong skills in Excel, SQL, and data visualization tools (e.g., Tableau, Power BI) • Experience with survey tools and data analysis (e.g., Google Forms) • Ability to present findings clearly to non-technical stakeholders