



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

Job Description

Senior Analyst – Student Welfare Division.

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.
Industry / Service	Higher Education
Post / Job Title	Senior Analyst – Student Welfare Division.
Job Type	Regular, Full time
Reporting to	Dean - Student Welfare Division
Will also work very closely with	Relevant stakeholders both Internal and External
No. of Positions	One
Location	BITS Pilani – Hyderabad Campus
Principal Accountabilities & Responsibilities	<ol style="list-style-type: none"> 1. Collect, analyze and report qualitative and quantitative information for the Student Affairs division using department procedures and statistical software. 2. Analyse student welfare data to assess program effectiveness and respond to urgent or emergency student matters based on the data insights. 3. Apply statistical methods and analytical tools to analyze data and identify trends, patterns, and insights. 4. Interpret data findings and draw meaningful conclusions related to student outcomes and provide recommendations based on data analysis to support decision-making. 5. Develop data visualizations and reports to communicate findings effectively. 6. Prepare reports and presentations summarizing data analysis findings and insights. 7. Communicate findings to various stakeholders, including administrators, faculty, and student groups. 8. To Facilitate & coordinate between campuses for centralized student initiatives and events. 9. Process and organize centralized information for timely submission and communication.



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
Jawahar Nagar, Shameerpet Mandal
Hyderabad 500078, Telangana, India

Tel: +91 40 6630 3999
Fax: +91 40 6630 3998
Email: gad@hyderabad.bits-pilani.ac.in
Web: <http://www.bits-pilani.ac.in/hyderabad>



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

	<ol style="list-style-type: none"> 10. Assist in coordinating Leadership Connect drives and ensure proper dissemination of related communication. 11. Coordination with the ERP Central team and other SWD offices in supporting Dean - SWD, 12. Any Other responsibilities may be assigned by Dean Student Welfare Division.
Other Skill and Ability Requirements	<ol style="list-style-type: none"> 1. Knowledge of data analysis & visualisation software (for e.g., Spreadsheets, Looker Studio / Power BI / Tableau etc) 2. Good with numbers, High attention to detail, Ability to distil large amounts of information into specific takeaways. 3. Ability to work and perform within a disciplinary and cross-disciplinary team
Qualification	<ol style="list-style-type: none"> 1. Essential: UG (engineering, science, computer science, business) with mathematics or analytics-related focus. 2. Desirable: PG in quantitative discipline (statistics, data science, applied mathematics, business).
Remuneration	Rs 8 to Rs 10 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.
<u>Tenure:</u>	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.



Birla Institute of Technology & Science, Pilani
Hyderabad Campus
Jawahar Nagar, Shameerpet Mandal
Hyderabad 500078, Telangana, India

Tel: +91 40 6630 3999
Fax: +91 40 6630 3998
Email: gad@hyderabad.bits-pilani.ac.in
Web: <http://www.bits-pilani.ac.in/hyderabad>