



# Birla Institute of Technology & Science, Pilani

(An Institution of Eminence)

Pilani Campus

## JOB DESCRIPTION

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, Pilani</b> 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 <b>Section 3</b> of the <b>UGC Act 1956</b> 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.
<b>Industry</b>	Higher Education
<b>Role Summary</b>	The Career mentorship Manager will provide personalized academic, career, and professional guidance to students, focusing on well-being, holistic development, academics and placement readiness. The role complements the Manager-Training by ensuring 1:1 support and structured interventions for student success under the BITS CARES initiative
<b>Job Type</b>	Contractual
<b>Post/Job Title</b>	<b><i>Career Mentorship Manager</i></b>
<b>Reporting to</b>	<b>Dean – SWD</b>
<b>Will also work very close with</b>	Placement Department, SWD, AUGSD & AGSRD
<b>No of positions</b>	One
<b>Job Location</b>	Pilani
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"> <li>• Conduct 1:1 counselling sessions for academic performance, career planning, and personal growth.</li> <li>• Guide students in career goal setting, industry awareness, and role selection.</li> <li>• Help students manage their emotional well-being during the placement season.</li> <li>• Help students enhance their academic performance on par with industry expectations.</li> <li>• Support placement readiness through resume reviews, mock interviews, and group workshops.</li> <li>• Facilitate academic improvement strategies including but not limited to, study skills, time management, exam preparation.</li> <li>• Administer or interpret psychometric/aptitude assessments to provide structured guidance.</li> <li>• Design group sessions and workshops on communication, workplace adaptability, ethics and leadership.</li> <li>• Collaborate with the Manager Training, Placement Division and Faculty to align guidance with recruiter's expectations.</li> <li>• Maintain confidential records, track progress, and prepare student development reports for review.</li> <li>• Contribute to BITS CARES wellness and placement initiatives, ensuring integration with institutional goals.</li> </ul>
<b>Qualification and Experience</b>	<p><b><u>Prerequisites</u></b></p> <ul style="list-style-type: none"> <li>• Any Master's degree with experience in counselling, HR, Education, skilling, employability or related field.</li> <li>• 5-7 years' experience in academic/career mentorship, student development, or placement support.</li> <li>• Strong communication, empathy, and ability to handle confidential information.</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• MBA/PGDM (HR/Training &amp; Development) or certifications in career counselling/psychometric testing.</li> <li>• Exposure to corporate HR/recruitment or higher education counselling.</li> <li>• Experience in assessments, skilling &amp; L &amp; D related fields would be preferred.</li> </ul>
<b>Remuneration</b>	Rs 15 to Rs 18 Lakhs per annum (inclusive of all benefits) commensurate with experience and expertise and meeting the eligibility criteria.
<b>Tenure</b>	Term of appointment is for 3 years and will be renewed based on satisfactory performance review against the goals set.