



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION – Jr. Officer/ Officer (Operations), PSD

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 headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.</p> <p>Practice School Program was established in 1973 and focuses on providing internship opportunities to students. Every year about 7000 students undergo this program in about 800 partnering organizations across 100plus locations in India.</p>
Industry/Service	Higher Education
Post/Job Title	Jr. Officer/ Officer (Operations)
Job Type	Regular, Full time
Reporting to	Dean/Associate Dean, PS
Will also work very closely with	<p>Key External: Organizations and Dean/Associate Dean, PS vendors</p> <p>Key Internal: Faculty members, WILP, Students, PS Operations team</p>
No. of positions	Two Positions
Job Location	One for Pilani and one for Hyderabad Campus
Principal Accountabilities & Responsibilities	<p>Purpose: To coordinate/execute operational activities related to Practice School for the university</p> <ol style="list-style-type: none"> 1. Planning and Budgeting Assist in preparation and monitoring of annual budget for Practice School operations based on previous year's expenditure for the campus 2. Operations Participate in timely implementation of PS-I and PS-II activities and operations, Ensure effective communication and coordination between various cells and stakeholders, Resolve any escalations raised by relevant parties / stakeholders on admin and logistics related activities 3. Reporting and Communication Preparation and compilation of reports/ documents of PS activities, Formal communication to companies and students as required 4. Coordination for New Stations Empanelment Work with stakeholders to identify/coordinate for empanelment of new Practice School stations
Qualification and Personal Profile	<ul style="list-style-type: none"> • Graduate with min 8 years of experience or Post Graduate with min 2 years of experience • Experience in student operations, preferably in Education sector • Planning and Budgeting • Expertise in MS-Office • Communication skills, Process orientation, Planning and organizing skills

Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Adherence to timelines • Ensuring data accuracy and reliability • Flawless Coordination
Work Location & Conditions	<ul style="list-style-type: none"> • This is a full-time, on-campus role based out of the Hyderabad campus. • The role may occasionally require travel or extended hours during peak academic periods.
Compensation	<p>Suitable candidate will be placed in Level 6/7 based on experience & expertise with a minimum pay of Rs. 35400/- or Rs. 44900/- per month (as per the level fitment) plus DA, plus Employer Provident Fund & other benefits as per Institute Norms.</p>