



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## 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, and Hyderabad.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Deputy Manager / Manager – BITS RMIT Higher Education Academy</b>
<b>Job Type</b>	Regular, Full time
<b>Reporting to</b>	Director Pilani Campus/CEO of Academy
<b>Will also work very closely with</b>	Relevant Internal & External Stakeholders.
<b>No. of position</b>	<b>One</b>
<b>Location</b>	<b>Pilani</b>
<b>Principal Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manage all internal relationship interfaces of AUGSD/AGSRD, Alumni Office, including Student Welfare Division, Accounts &amp; Finance, Faculty Affairs, Registrar Office, Students, amongst other.</li> <li>• Process scholarships and Academy activities being implemented at BITS campuses by liaising with both internal and external stakeholders</li> <li>• Proactively create and maintain fund utilization reports, and manage all related external and internal communication</li> <li>• Proactively create and maintain all progress status updates and reports for ongoing activities of Academy</li> <li>• Ensure data entry into database and software, and circulate periodic updates about the same</li> <li>• Liaise with RMIT Australia for any custom data requirement and requests</li> <li>• Ensure and track academic students' life cycle</li> <li>• Bring transparency by creating program reports and hosting them on BITS website</li> <li>• Taking care of Inbound/Outbound activities of Students/Faculty members of BITS campuses and RMIT Australia</li> <li>• Closely working with Australian High Commission</li> </ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• <b>Post Graduate with 5 years' experience</b> in Corporate/Academic domain.</li> <li>• Working with Students/Finance Data would be preferred</li> <li>• Prior knowledge of working with students' engagement a plus.</li> <li>• Excellent Word, Excel and PowerPoint Skills, along with spoken and written communication skills.</li> <li>• Excellent people management and listening skills</li> <li>• Self-motivated and able to work autonomously, take initiative and make decisions.</li> </ul> <p>*The Director may, however, consider extraordinary circumstances relaxation of experience, in case of the exception qualification or experience of the candidate</p>
<b>Remuneration</b>	Suitable candidate will be placed with a consolidated pay of <b>Rs. 10-15 Lac based on the experience and expertise</b> and other benefits as per Institute Norms