



Birla Institute of Technology and Science, Pilani

Off-campus Programmes and Industry Engagement

JOB DESCRIPTION – Relationship Manager, 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	Relationship Manager, PSD
Job Type	Full Time
Reporting to	Dean/Associate Dean, PSD
Will also work very closely with	<p>Key External: Prospective Organizations for PS</p> <p>Key Internal: Faculty members, Students, Placement Unit, Alumni Division, WILP BDM and PS Operations team</p>
No. of positions	One Position
Job Location	Bangalore Off Campus Office
Principal Accountabilities & Responsibilities	<p>Purpose: To obtain experiential opportunities in various industries for the students in all programs of the Institute</p> <ol style="list-style-type: none"> Relationship Building <ol style="list-style-type: none"> To improve the quality of PS II in terms of opportunities, the quality of companies that collaborate with PS and increase the average/median stipend year on year Bring in new stations and manage relationships with existing station Follow up hiring steps (in case of selection) to receive internship confirmation, joining date, offer letter, etc. Share industry feedback, trends, and expectations with students and leadership General Management <ol style="list-style-type: none"> To work with key stakeholders including Alumni and Faculty To assist the publication of the division's periodic newsletter Develop innovative ways to attract different industries Reporting and Communication <p>Preparation and compilation of reports/ documents of PS activities, Managing MIS and making accurate data available as required; sending communication to companies and students as required</p> People Management <p>Allocate responsibilities within team and monitor performance and provide guidance as required; resolve grievances of various stakeholders</p>

Qualification and Personal Profile	<ul style="list-style-type: none"> • PG in any stream, MBA preferred • 5 years after PG degree working in an Industry in the role of a HR, Marketing Manager, Campus Relationship Manager, Client facing role • MS Office, proficient in leveraging on social media platforms • Communication skills, Process orientation, People management, Planning and Organizing skills
Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Meeting targets on obtaining students internships without compromise on quality • Adherence to timelines • Accuracy and quality of reports
Work Location & Conditions	<ul style="list-style-type: none"> • This is a full-time role based out of the Bangalore off-campus office • The role requires travel or extended hours during peak academic periods
Compensation	Rs. 12-14 Lakhs per annum commensurate with experience