



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Admissions Assistant
Appointment	Full-time
Reporting to	Department Head
Department	Admissions
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	<p>BITS Pilani, Dubai Campus (BPDC) is the international campus of Birla Institute of Technology and Science, Pilani, India and is located at the Dubai International Academic City. Set up in the year 2000, it is among the pioneer institutions in Dubai, offering high-quality engineering, technology and management education. It attracts a diverse student population from UAE, other GCC countries, Asia, Africa and the Far East.</p> <p>BPDC is approved by the University Grants Commission and Ministry of Education, Government of India and licensed and accredited by the Ministry of Higher Education and Scientific Research, Government of UAE.</p> <p>BITS Pilani, Dubai Campus has been awarded a 5-star rating by the Knowledge and Human Development Authority (KHDA) in partnership with QS in 2022, recognizing our excellence in teaching, research, employability, and internationalization.</p> <p>BPDC offers B.E & M.E programs in engineering and allied disciplines along with BBA (Hons) & M.B.A in management studies. BPDC also offers Ph.D. programmes in all disciplines, with nearly 2500 students from over 20 countries. The dynamic and vibrant campus has modern infrastructure and teaching/research facilities that enables BPDC to deliver a well-rounded education in an international environment by highly qualified faculty. Smart classrooms, cutting edge laboratory facilities with the latest equipment, a 24/7 Creative Laboratory, and high-definition video conferencing facilities that connects BPDC with the campuses in India are some of the value-added features of BPDC. The Practice School, an internship program embedded in the course structure organized in partnership with over 300 companies, facilitates industry attachment for students in preparation for their future careers.</p>



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BPDC as a preferred workplace	BPDC provides an inclusive and supporting environment where you can grow your professional and personal self. BPDC is the place for you if you have the passion to make a difference.
Institutional Responsibilities and Accountabilities	<ul style="list-style-type: none"> • Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct. • Work in accordance with BPDC's policies and procedures including following safe work practices for self and others. • Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour. • Actively engage in and embrace professional development opportunities. • Undertake any reasonable tasks as directed.
Job Purpose	To provide administrative support to the Admissions Office, ensuring smooth operation of admissions processes and delivering excellent service to prospective students, their families, and internal stakeholders.
Key Responsibility Areas	<p>1. Application Management</p> <ul style="list-style-type: none"> • Assist in processing, reviewing, and tracking student applications to ensure completeness and compliance with admission requirements. • Maintain accurate and up-to-date applicant records in the admissions management system. • Follow up with applicants regarding missing documents, incomplete information, or pending requirements. <p>2. Communication and Coordination</p> <ul style="list-style-type: none"> • Communicate with prospective students and parents to follow up on pending or missing application documents. • Provide admissions-related information, clarification on procedures, and guidance when required, in coordination with the Admissions Officer. • Support applicant onboarding by assisting admitted students and families with documentation, enrolment steps, and transition processes.



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- Coordinate with academic departments and internal stakeholders to facilitate application evaluation and admission decisions.
- Conduct and support campus tours for prospective students and parents, ensuring a welcoming and informative experience.

3. Event and Meeting Support

- Support the planning and execution of admissions events, including open houses, campus tours, orientation programs, and outreach activities.
- Coordinate logistics for admissions committee meetings, including scheduling, agenda preparation, documentation, and minute-taking.

4. Documentation and Reporting

- Compile, maintain, and prepare reports on application volumes, enrolment trends, and admissions statistics.
- Ensure confidentiality, accuracy, and secure handling of applicant data in compliance with institutional and data protection policies.

5. Administrative Support

- Perform general administrative duties such as scheduling meetings, managing correspondence, filing, and maintaining office supplies.
- Process application fees and manage related financial documentation in coordination with the finance department.
- Ensure timely preparation and dispatch of official communications.

6. Continuous Improvement

- Identify opportunities to improve admissions workflows, systems, and applicant experience.
- Stay informed about university policies, academic programs, regulatory requirements, and admissions best practices to ensure accurate information dissemination.



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Competencies Required	<ul style="list-style-type: none"> • Strong verbal and written communication skills. • Excellent organizational, multitasking, and time-management abilities. • High attention to detail with strong data accuracy skills. • Proficiency in Microsoft Office Suite and student information systems. • Proficiency in Microsoft Excel, including advanced functions such as VLOOKUP/XLOOKUP, Pivot Tables, data validation, sorting, and basic data analysis. • Ability to handle confidential and sensitive information with discretion. • Customer-focused mindset with cultural competence and professionalism.
Educational qualification	Bachelor's degree in Commerce, Business Administration, Education, or a related field.
Experience	2-3 years of administrative experience, preferably in an academic or admissions setting. Experience working with Excel, CRM or admissions management systems is an advantage
Remuneration & benefits	Commensurate with qualifications and experience
Interested candidates meeting the above qualifications and experience must apply online at https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai by 07/01/2026. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.	