



**BITS Pilani**  
Dubai Campus

**Career Opportunity**  
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**BITS Pilani, Dubai Campus**

<b>Position Title</b>	Executive – Practice School
<b>Appointment</b>	Full-time
<b>Reporting to</b>	Associate Dean-Practice School
<b>Department</b>	Practice School
<b>Location</b>	Dubai, UAE
<b>About BITS-Pilani Dubai Campus</b> <a href="https://www.bits-pilani.ac.in/dubai/">(https://www.bits-pilani.ac.in/dubai/)</a>	<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 by the Knowledge and Human Development Authority (KHDA), Government of Dubai.</p> <p>BITS Pilani has been granted the status of "Institute of Eminence" by MHRD, Government of India.</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 &amp; M.E programs in engineering and allied disciplines along with BBA (Hons) &amp; 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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<b>BPDC as a preferred workplace</b>	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.
<b>Institutional Responsibilities and Accountabilities</b>	<ul style="list-style-type: none"> <li>● Act at all times in accordance with the BITS Pilani Dubai Campus's approved code of conduct.</li> <li>● Work in accordance with BPDC's policies and procedures including following safe work practices for self and others.</li> <li>● Proactively work towards achieving individual and team goals, whilst demonstrating BPDC's values and behaviour.</li> <li>● Actively engage in and embrace professional development opportunities.</li> <li>● Undertake any reasonable tasks as directed.</li> </ul>
<b>Job Purpose</b>	Responsible for building, establishing and nurturing relationships with <b>new organizations/industry partners</b> to create internship opportunities for students of all disciplines. This role involves active involvement in new partnership building, networking events, and continuous engagement with industry stakeholders to ensure a diverse range of PS opportunities (two months & 5.5 months) for students across all disciplines.
<b>Key Responsibility Areas</b>	<p><b>New Industry Partner Building:</b></p> <ul style="list-style-type: none"> <li>● Identify and connect with potential industry partners, organizations, and companies across various domains to obtain consents and job description to facilitate internship opportunities for students. (<b>Hunting Profile</b>)</li> <li>● Negotiate and coordinate internship details, ensuring students' learning outcomes align with industry expectations for all academic programs (both FD and HD).</li> <li>● Develop and implement strategies to attract <b>new organizations</b> into the internship fold.</li> <li>● Maintain and expand relationships with existing industry partners.</li> </ul> <p><b>Networking and Outreach:</b></p> <ul style="list-style-type: none"> <li>● Actively participate in local, regional, and national networking events, job fairs, and industry conferences to network and seek new partnerships for internships.</li> <li>● Represent PS division at relevant industry events to build a strong professional network.</li> <li>● Organize and host industry events on campus, including PS conclave, networking events, and company workshops/presentations.</li> </ul> <p><b>PS Development &amp; Coordination:</b></p> <ul style="list-style-type: none"> <li>● Seek new industry partners to create and provide PS opportunities that cater to all FD and HD programs that are offered on campus.</li> <li>● Collaborate with academic departments and faculty to ensure new industry partnerships align with curriculum and student interests.</li> <li>● Develop and implement partnership agreements and Memoranda Of Understanding (MOUs) with key industry partners of all disciplines on campus.</li> </ul>



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	<p><b>Compliance &amp; Reporting:</b></p> <ul style="list-style-type: none"> <li>● Ensure that all PS activities comply with university policies, regulations, and accreditation standards.</li> <li>● Track and analyze data related to industry engagement and student internship outcomes.</li> <li>● Utilize data to identify trends and patterns for course-correcting and enhancing industry relationships and internship success.</li> <li>● Prepare and present reports on new partnership activities and PS statistics to all key stakeholders.</li> </ul> <p><b>Communication &amp; Marketing:</b></p> <ul style="list-style-type: none"> <li>● Act as a liaison between the Practice School division, other university departments, students, and external stakeholders.</li> <li>● Promote the Practice School program and its salient features to both internal and external audiences through various channels.</li> <li>● Coordinate communication efforts to ensure students are well-informed about the PS processes, deadlines, and expectations.</li> <li>● Provide excellent customer service to industry partners, students, and alumni</li> <li>● Assist in any other administrative tasks or assignments as required by the Practice School division or the institute.</li> </ul>
<b>Competencies Required</b>	<ul style="list-style-type: none"> <li>● Strong networking and relationship-building skills to acquire and maintain key industry partnerships for various disciplines.</li> <li>● Knowledge of current UAE and GCC labor market trends and early-career hiring practices.</li> <li>● Strong communication, organizational, and interpersonal skills.</li> <li>● Proficiency in managing multiple tasks and adhering to deadlines.</li> <li>● Attention to detail and a proactive approach to problem-solving</li> <li>● Enthusiasm for student development and hands-on learning.</li> <li>● Strong administrative skills, including report preparation and data management.</li> <li>● Ability to work independently and as part of a team.</li> </ul>
<b>Educational qualification</b>	Masters in any discipline
<b>Experience</b>	5-7 years of prior experience in liaising with various industry partners ideally in internships or job placements preferably in higher education setting or recruitment agencies
<b>Remuneration &amp; benefits</b>	Commensurate with qualifications and experience. Those with superior contacts and networking abilities will have the scope to be upgraded to senior executive role.
<p>Interested candidates meeting the above qualifications and experience must apply online at <a href="https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai">https://www.bits-pilani.ac.in/careers/non-academic?campus=dubai</a> by <b>25<sup>th</sup> December 2025</b>. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.</p>	