



BITS Pilani
Dubai Campus

Career Opportunity
@
BITS Pilani, Dubai Campus

Position Title	Admin Assistant (Management Placements & Recruiter Relations)
Appointment	Full-time
Reporting to	Head of Department of Career Services Division
Department	Career Services Division
Location	Dubai, UAE
About BITS-Pilani Dubai Campus (https://www.bits-pilani.ac.in/dubai/)	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. 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. BITS Pilani has been granted the status of "Institute of Eminence" by Government of India. 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. 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 16 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.



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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	• 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 support the Career Services department in achieving internship and placement targets for Management students (MBA & BBA) by coordinating employer recruitment activities, onboarding recruiters, counselling students, managing placement operations, and ensuring smooth execution of recruitment processes. The role serves as the primary coordinator between employers, students, faculty and the Career Services team, ensuring timely delivery of placement activities and maintaining strong recruiter relationships.
Dimensions	• Supports approximately 350+ Management students (MBA & BBA) • Coordinates internship and placement activities • Maintains recruiter database • Supports campus recruitment drives • Coordinates with employers across UAE • Reports directly to Executive – Career Services
Key Responsibility Areas	Recruiter Engagement & Employer Onboarding • Identify and onboard recruiters for internships and placements. • Coordinate employer interactions and maintain recruiter relationships. • Follow up on hiring requirements and recruitment progress. Internship & Placement Support • Generate internship and job opportunities for Management students. • Coordinate interviews, recruitment drives, and placement activities. • Support achievement of departmental placement targets. Student Counselling • Guide MBA and BBA students on internships, placements, and career opportunities. • Assist students with resumes, interview preparation, and job applications. Placement Administration • Maintain recruiter and student databases.



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	• Track interviews, offers, and placements. • Prepare placement reports and ensure data accuracy. Career Events • Support the organization of career fairs, employer sessions, and placement events. • Coordinate logistics and communication with recruiters and students.
Competencies Required	• 1-2 years of experience in HR, Recruitment, Talent Acquisition, Campus Hiring, Career Services, or Placement Coordination in UAE. • Excellent communication and interpersonal skills. • Strong organizational and coordination abilities. • Proficient in MS Office (Excel, Word, PowerPoint). • Ability to build relationships with employers and students. • Target-oriented with good attention to detail. • Valid UAE Driving License. • Willingness to travel within the UAE for employer meetings and recruitment activities.
Key Performance Indicators (KPIs)	• Recruiters onboarded. • Internship and placement opportunities generated. • Placement target achievement for MBA & BBA students. • Student counselling sessions conducted. • Employer engagement and recruitment activities coordinated. • Accuracy of placement data and timely reporting.
Educational qualification	Bachelor's degree in Commerce, Business Administration, Education, or a related field.
Experience	Minimum of 2 years of experience in academics
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 **30/07/2026**. Shortlisted candidates will be required to submit relevant documents. No enquiries will be entertained. Multiple applications will be summarily rejected.