



# Birla Institute of Technology & Science, Pilani

## Pilani Campus

### Job Description: Manager - Admissions (HD and PhD programs)

<b>About BITS Pilani</b>	<b>Birla Institute of Technology &amp; Science, (BITS Pilani)</b> is an Institution declared as Deemed to be University under <b>Sec. 3</b> of the <b>UGC Act</b> in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
<b>Industry</b>	Higher Education
<b>Post/Job Title</b>	Manager - Admissions (HD and PhD programs)
<b>Job Type</b>	Regular Full time
<b>Reporting to</b>	University Dean- Academic Graduate Studies and Research Division (AGSRD).
<b>Will also work very closely with</b>	Internal: Associate Deans – Admissions, AGSRD and AUGSD External: Parents, Students and Professional Bodies
<b>No. of positions &amp; Job Location</b>	<b>One Position in at Hyderabad Campus</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Managing the entire admission process and liaison closely with academic and administrative departments.</li> <li>Initiatives to improve the number and quality of applications.</li> <li>Coordinating with Campus-level Admission Offices for higher degree (including MBA), and Ph.D. admissions.</li> <li>Coordination with Prof-in-charge (BITSAT) for smooth conduct of HD BITSAT followed by iteration process for admitting students.</li> <li>Admission data compilation and analysis for making decisions to improve admissions for HD and PhD programs.</li> <li>To manage the database and provide the reports to the FIC Admissions/Department(s), IOE/NAAC/ different ranking agencies whenever required.</li> <li>Use of social media platforms to showcase different admission routes for PhD.</li> <li>Keeping track of budget allocation and optimal utilization of allocated budget.</li> <li>Prepare brochures, notices and advertisements for different admission activities.</li> <li>Coordinate with different stake holders for conducting BAAT exam (Business Analytics MBA admission test).</li> <li>Response to written communications received from professional bodies, parents or other stakeholders.</li> </ul>
<b>Qualification and Personal Profile</b>	<ul style="list-style-type: none"> <li>MBA or equivalent Master's degree with 7-10 years of experience in an academic institution specifically in admissions office</li> <li>Excellent Written and verbal communications skills;</li> <li>Should be proficient in MS Office with ability to analyze large data sets including MS Word, Excel and PowerPoint.</li> <li>Ability to work in a team environment</li> </ul>
<b>Remuneration</b>	Suitable candidate will be placed in Level 11 with a minimum pay of Rs.67,700/- per month plus DA, and other benefits as per Institute Norms.