



RECRUITMENT NOTICE

BITS Pilani, K K Birla Goa Campus invites applications for the position of **Office Assistant**. The position details are as follows:

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act 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.
Industry / Service	Higher Education
Post / Job Title and description	Office Assistant
Job Type	Regular, Full time
Reporting to	Associate Dean - Alumni Affairs
Will also work very closely with	<u>Key Internal:</u> Students <u>Key External:</u> Alumni
No. of Positions & Job Location	One Position in K.K. Birla Goa Campus
Principal Accountabilities & Responsibilities	To establish and build relationships with a wide range of Alumni through effective communication, engagement, networking and event management that will promote good Alumni Relations for BITS Pilani. <ul style="list-style-type: none">• Develop and execute communication plans in line with strategy (A) Identify communication strategy (Print and Digital) according to the target group. (B) Develop a communication plan accordingly.• Regular communication with alumni through Newsletters, Flyers, E-mails, Social Media platforms.• Develop and implement event management strategy - Plan and manage events and programs round the year.• Facilitate alumni liaison with internal offices of BITS Pilani.
Qualification and Personal Profile	<ul style="list-style-type: none">• Graduate in Business Management / Mass Communication with 3 - 5 years of relevant experience.• Experience in corporate communication and event management will be preferred.• Relevant experience in conceptualizing and managing events - networking, fundraising, etc and coordinating with media.



Birla Institute of Technology & Science, Pilani
K K Birla Goa Campus

Other Skill and Ability Requirements	<u>Technical Knowledge:</u> Basic knowledge of MS-Word, Excel & PowerPoint. <u>Behavioral Competencies:</u> Communication & Interpersonal skills, Persuasion skills, Excellent Presentation skills.
Compensation	Suitable candidate will be placed in Level 4 with a minimum pay of Rs. 25,500/- per month plus DA and other benefits as per Institute Norms.

Applications in the prescribed format (refer [Employment Application Form](#)) may be submitted along with copies of the testimonials to the office of Acting Dean, Administration within 05-Sep-2020 or it may be emailed to hroffice@goa.bits-pilani.ac.in & ad.ar@goa.bits-pilani.ac.in within the due date.

Acting Dean, Administration