

Recruitment for Warden at Badruka School of Management

About Badruka School of Management (BSM):

BSM envisions itself as a premium Business School in Hyderabad, which will offer a new-age multidisciplinary curriculum to prepare future leaders to impact business and create an inclusive and sustainable society. The curriculum integrates fundamental management courses with modules on technology, analytics, and design so that students can understand the practice of management in a digital economy. The modules on essential workplace skills, leadership, and entrepreneurship will prepare our students for a role in the evolving landscape of work.

BSM aims to create a school of global standards with an increased focus on blended learning, data, and research, along with developing the right attitude among the students to transform them into lifelong learners and team workers. BSM will be a part of the rich legacy of the Badruka Education Society, which has a reputable portfolio of higher education institutions based in Hyderabad since 1950.

Job Title	Warden (Male and Female)
Location	Medchal, Hyderabad, Telangana
Reporting to	Manager - Campus Operations
Preferred Qualifications & Experience	<ul style="list-style-type: none"> ● Bachelor's degree from a recognised university with 3-5 years of relevant experience ● Proficiency in MS office ● Excellent communication skills and presentation skills ● Should be a patient listener, approachable, and should have empathy to understand the problem and help establish rapport with the students and with other concerned allies as well. ● Strong organisational skills with the ability to multitask and prioritise effectively ● Passion for building world-class institutions of higher education
Job Responsibilities*	<p>Student Wellbeing and Discipline:</p> <ul style="list-style-type: none"> ● Conduct routine rounds to ensure the mental and physical well-being of students. ● Coordinate with infirmary staff to monitor the status of admitted students. ● Respond immediately to disciplinary infractions, assess situations, and take appropriate actions. ● Report incidents to the HOD or disciplinary committees as necessary.

Campus Address: Badruka School of Management, Dabilpur Village, Medchal Mandal, Medchal-Malkajgiri District, Telangana - 501 401

Head Office: Station Road, Kachiguda, Hyderabad - 500 027



<p>Resolve minor disciplinary issues independently and document all reported cases as per guidelines.</p> <p>Room Allocation for Students:</p> <ul style="list-style-type: none">● Ensure that the rooms are ready for smooth allocation● Follow guidelines to allocate rooms to incoming and returning students. <p>Student Databases Management:</p> <ul style="list-style-type: none">● Maintain accurate databases for student check-in, check-out, well-being, and necessary information in adherence to guidelines.● Ensure regular updates and accuracy of student records. <p>Periodical Facility Audits and Upgrades:</p> <ul style="list-style-type: none">● Conduct regular audits to assess facility status and plan maintenance upgrades for residence halls.● Coordinate with operations teams and hold weekly or fortnightly meetings to address and rectify complaints promptly.● Supervise the maintenance and repair of room keys before each academic year and throughout the year.● Receive daily reports from assistants to ensure cleanliness and maintenance standards are upheld. <p>Student Support and Engagement:</p> <ul style="list-style-type: none">● Take responsibility for assigned resident students and address their concerns promptly.● Maintain regular office hours, attend helpline calls, and resolve issues efficiently.

Remuneration

Will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall salary structure of BSM.

Application Submission Process

Applications may be submitted through the following link: <https://bit.ly/43htrkO>

Only shortlisted candidates will be contacted. BSM is an equal opportunities employer.

**Job responsibilities stated are not to be taken as an exhaustive statement of duties. Employees may be required to perform other job-related duties as necessary.*