



BIRLA GLOBAL UNIVERSITY

BHUBANESWAR

www.bgu.ac.in

Job Description: MIS Executive

Position Title: MIS Executive

Department: Administration

Reporting To: Department Head

Key Responsibilities:

1. Data Management:

- Manage and maintain the university's Management Information System (MIS) to ensure accurate and timely data availability.
- Collect, compile, and analyze data from various departments for academic, administrative, and operational purposes.
- Create and maintain databases for student records, faculty information, and other university-related data.

2. Report Generation:

- Generate regular and ad-hoc reports for Students, faculty, and other stakeholders.
- Provide data insights to assist in decision-making processes.
- Ensure accuracy and completeness of reports by cross-checking data sources.

3. System Maintenance:

- Ensure the proper functioning of MIS software and tools used within the university.
- Coordinate with IT teams for troubleshooting and resolving system-related issues.
- Assist in the development and implementation of new modules or features in the MIS.

4. Process Improvement:

- Identify and recommend improvements in data collection, storage, and reporting processes.
- Collaborate with various departments to streamline data workflows and enhance efficiency.
- Implement automation techniques to reduce manual data handling.

5. Compliance and Security:

- Ensure data security and confidentiality in compliance with university policies and applicable regulations.
- Maintain backup systems and protocols to prevent data loss.
- Monitor system access and usage to prevent unauthorized activities.

6. Training and Support:

- Provide training to university staff and faculty on using MIS tools and resources.
- Offer technical support to resolve user issues related to the MIS.
- Prepare user manuals and documentation for MIS functionalities.

Qualifications and Skills:

- Minimum qualification: Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proven experience in MIS operations, preferably in an educational institution.
- Proficiency in database management, SQL, and reporting tools like Excel, Power BI, or Tableau.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Familiarity with ERP systems used in education (e.g., SAP, Tally, or similar) is a plus.

Additional Requirements:

- Ability to multitask and prioritize in a dynamic university environment.
- Commitment to accuracy and detail-oriented work.
- Willingness to adapt to new technologies and methodologies.

Compensation:

- As per University Norms