

BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY

JOB DESCRIPTION OF SPORTS OFFICER

FOR STUDENT SPORTS, WELL-BEING & RECREATIONAL ACTIVITIES

About BIMTECH	Birla Institute of Management Technology (BIMTECH) was set up in 1988 by the Birla Academy of Art and Culture, with support from the Birla Group of companies. It brings together students from across India and other countries, creating a diverse and vibrant learning environment. BIMTECH promotes holistic student development through academic, co-curricular, sports and well-being activities.
Industry	Higher Education
Post/ Job Title	Sports Officer
Job Type	Regular Full Time
Reporting to	Dean / Competent Authority
Job Location	Greater Noida, (U.P.) India
No. of Position	1
Salary	Salary: As per Norms
Role	We are seeking an energetic, organised and student-focused Sports Officer to plan, coordinate and conduct sports, fitness, recreational and well-being activities at BIMTECH. The role will involve managing inter- and intra-college sports events, coordinating sports facilities and equipment, organising fitness and wellness initiatives, and ensuring smooth execution of campus activities. The ideal candidate should have strong coordination and communication skills, basic administrative and mailing abilities, and a proactive approach to engaging students and the wider campus community.
The role comes with the following Responsibilities	1. Sports & Other Students' Event Planning & Execution: • Plan, coordinate and conduct inter-college and intra-college sports and support other major events (Commencement Day, Convocation, Foundation Day, Vihaan etc) and competitions. • Organize and manage sports such as cricket, badminton, football and other indoor/outdoor games. • Prepare event schedules, fixtures, participant lists, venues and match-day requirements. • Coordinate with students, faculty, coaches, referees/officials, vendors and external institutions for smooth event execution. 2. Fitness, Wellness & Recreational Activities: • Plan and conduct cycling activities, marathons/runs, Matki Phod and other recreational or community-building events. • Coordinate yoga sessions, fitness programmes and sports/well-being initiatives for students and staff. • Support the day-to-day functioning and activity planning of the campus gym and related fitness facilities. • Encourage participation in regular physical activity, fitness and healthy campus initiatives. 3. Sports Facilities, Equipment & Operations: • Maintain records of sports equipment, inventory, issue/return and basic maintenance requirements. • Coordinate availability and readiness of sports grounds, courts, gym and other activity spaces.

	• Ensure sports activities are conducted in an organised, safe and disciplined manner. • Coordinate procurement/service requirements and report maintenance or facility-related issues to the concerned authority. 4. Communication & Administration: • Draft and circulate basic emails, notices, schedules, invitations and event-related communications. • Maintain participation records, event reports, photographs/records and other relevant documentation. • Coordinate with internal departments and communicate event information clearly to students and stakeholders. • Assist in preparing budgets, quotations, permissions and other administrative documentation related to sports and wellness activities. 5. Student Engagement & Coordination: • Work closely with student sports committees, clubs and teams to identify requirements and encourage participation. • Facilitate student teams participating in external/inter-college competitions and coordinate logistics as required. • Promote sportsmanship, teamwork, discipline and inclusive participation across campus. 6. Event Support & Other Activities: • Provide operational support for institutional events involving sports, fitness, recreation and student engagement. • Undertake other sports and well-being related responsibilities assigned by the competent authority.
Essential Eligibility Conditions	• Graduate in Physical Education, Sports Management, Physical Education & Sports, or a related discipline. A postgraduate qualification will be an advantage. • 1 to 3 years of relevant experience in sports administration, sports event management, fitness/wellness activities, educational institutions, clubs or similar organisations. Suitable freshers with strong sports/event coordination abilities may also be considered. • Good verbal and written communication skills with the ability to coordinate effectively with students, faculty, vendors and external stakeholders. • Basic proficiency in MS Office, email communication, documentation and preparation of schedules/reports. • Practical knowledge of organising and managing sports events, competitions and recreational activities. • Ability to manage multiple activities simultaneously, work flexible hours during events and demonstrate a proactive, hands-on approach. • Knowledge of basic safety, discipline and first-aid/event-risk considerations will be an advantage.
What We Offer	• An opportunity to work with one of India's respected academic institutions. • A dynamic campus environment with opportunities to engage directly with students and institutional stakeholders. • Exposure to diverse sports, fitness, wellness and student development initiatives. • A role that supports holistic student development and an active campus culture. • Competitive compensation as per institutional norms.
How to apply	Please submit your details with updated resume to the designated G form: https://forms.gle/dGY1BiFas28VT7M27 with the subject line: Application for Sports Officer – [Your Name].
Last Date of application	25-08-2026