

## **Job Description: Operations Associate, Chennai Learning Centre**

### **About Avanti Fellows**

Avanti Fellows is a social enterprise established in March 2010 to help level the playing field for low-income high school students in India, thus helping them gain entry to top colleges. In 2011, we worked with 150 student volunteers at 5 IITs - Bombay, Delhi, Madras, Kanpur and Roorkee - to help 120 students prepare for engineering entrance exams. By June 2012, we will enroll our second batch of 230+ students across the engineering and medical streams. Avanti Fellows is a PanIIT Alumni India initiative and winner of the Stanford BASES Social E-Challenge 2010.

### **About the Chennai Learning Centre**

Avanti Fellows has partnered with the Chennai Corporation to set up a high impact learning centre to help the 100 brightest corporation school students prepare for the Class XII board examination, the results of which are used as the basis for admission to Tamil Nadu's top engineering and medical colleges. Selected students will receive career guidance, high quality tutoring, rigorous testing and one-on-one mentoring through our program.

### **Overview of the Role and Requirements**

We are looking for self-driven candidates with excellent people skills, an entrepreneurial passion and a strong command over the Tamil language. Prior teaching experience is a plus. The selected candidate will work directly with the Director, Operations to manage the Chennai learning centre.

### **Primary Roles and Responsibilities**

#### **1. Academic Planning and Management**

- Create a comprehensive academic plan for the year covering the entire syllabus
- Manage the induction of teachers to the program and monitor their performance
- Schedule and administer a weekly test series
- Create and monitor individual study plans of each student throughout the year

#### **2. Mentorship and Career Guidance**

- Spend time with and understand the career aspirations of each fellow
- Conduct a monthly review meeting with each fellow to evaluate performance, create realistic goals, assess progress and document level of preparation
- Conduct alumni sessions & workshops to inspire fellows and broaden their perspective
- Help each fellow target and get admission to college based on his/her potential & interests

#### **3. Impact Assessment**

- Design an impact assessment module to measure the impact of our intervention
- Administer this module, analyze data and publish results on an ongoing basis

### **Location**

Chennai

### **Joining Date**

Immediate

### **Compensation**

Attractive (based on experience and fit)