



## **Job Description: Head – Fellow Search, Avanti Core Team**

### **Overview of the Role**

The Head – Fellow Search, Avanti Core Team will work directly with the Director, Operations to manage all responsibilities pertaining to the Avanti Core Team including team selection, fellow search, and reporting to Avanti Corporate.

### **Primary Roles and Responsibilities**

1. Team Selection
  - Inviting applications, conducting interviews, and selecting managers & volunteers
2. Fellow Search
  - Conceptualizing and executing new initiatives to identify meritorious, low-income students (such as ‘recommend a fellow’ initiative)
  - Strategizing and managing school outreach along with the Fellow Search team (career awareness sessions, inviting applications for the fellowship)
  - Strategizing and managing community outreach along with the Fellow Search team (community organizations, media bodies, peer recommendations, CSR departments of corporates, etc.)
  - Managing end-to-end administration of selection tests including venue allocation, invigilation, paper correction and declaration of results
  - Managing the home interview process and selecting the new batch of fellows
  - Creating and maintaining the profiles of all fellows (Class XI and XII)
3. Reporting to Avanti Corporate
  - Weekly communication with Manager, Fellow Search regarding Fellow Search process update
  - Monthly communication with Avanti Corporate regarding Fellow Search process update
  - Working closely with Corporate on an ongoing basis to document school/community outreach and home interview phases of the Fellow Search process

### **Secondary Roles and Responsibilities**

1. Mentorship
  - Helping out the Mentorship Head, ACT in mentorship and coordination of volunteers, as deemed necessary by the Avanti Corporate
  - Helping with the Mentorship team recruitment process
  - Working closely with managers and mentors to ensure frequent and effective mentor-fellow interactions, raising flags in a timely manner