



Job Description: Manager, Fellow Search

Overview of the Role

The Manager, Fellow Search will work directly with the Head, Avanti Core Team (ACT) to manage all responsibilities pertaining to the Fellows Search process.

Primary Roles and Responsibilities

1. Fellow Search Team Selection
 - Inviting applications for coordinator role
 - Conducting interviews along with Head, ACT and selecting coordinators (not more than 5)
 - Recruiting volunteers to help with the Fellow Search process as per requirement
2. School and Community Outreach
 - Strategizing and managing school outreach (career awareness sessions, school visits to invite applications for the fellowship)
 - Strategizing and managing community outreach (community organizations, media bodies, etc.)
 - Conceptualizing and executing new initiatives to identify meritorious, low-income students (such as 'recommend a fellow' initiative)
3. Selection Tests and Interviews
 - 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
4. Reporting to Head, ACT and Avanti Corporate
 - Weekly communication with Head, ACT 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