

## **Job Description: Manager, Mentorship**

### **Overview of the Role**

The Manager, Mentorship will work directly with the Head - Mentorship, Avanti Core Team (ACT) to manage all responsibilities pertaining to the mentorship process of mentor-fellow pairs allotted to him/her.

### **Primary Roles and Responsibilities**

#### **1. Mentor Selection and Allocation**

- Inviting applications for mentor role
- Conducting interviews along with Mentorship Head, ACT and selecting mentors
- Allocating mentors to fellows and conducting in-person introductory meetings with the parents for mentor-fellow pairs being managed by oneself
  - Each Manager will manage not more than 5 mentors and 10 fellows; exact no. will be decided by Mentorship Head in consultation with Avanti Corporate

#### **2. Managing the Mentorship Process**

- Working closely with the mentors and fellows to ensure frequent and effective mentor-fellow interactions
  - Targeted frequency is at least twice a month one-on-one in-person interaction between mentor and fellow, and weekly telephonic conversations
  - Effectiveness of mentorship is measured by the rapport between mentor-fellow. Also, mentors are required to adopt a goal-based approach
- Raising flags related to any mentor-fellow in a timely manner to Mentorship Head
- Conceptualizing and executing events/interactions to increase the rapport between mentors and fellows
- Collecting brief feedback about the effectiveness of the program once a month from each fellow and detailed feedback twice a year

#### **3. Reporting to Mentorship Head, ACT and Avanti Corporate**

- Weekly communication with Mentorship Head, ACT regarding interactions of mentor-fellow pairs allotted and flags, if any
- Ensuring that one online report is filed per month on each allotted fellow
  - Objective assessment of academic performance, motivation, attendance
  - Update on past goals and new goals
  - Nature and duration of interactions (telephonic and in-person)

### **Secondary Roles and Responsibilities**

#### **1. Fellow Search**

- Helping out the Manager(s), Fellow Search in recruitment and coordination of volunteers, as deemed necessary by the Head, ACT
- Creating and maintaining the profiles of all fellows (Class XI and XII)