



Job Description: Coordinator, Fellow Search

Overview of the Role

The Coordinator, Fellow Search will work directly with the Manager, Fellow Search to fulfill all responsibilities pertaining to the Fellow Search process.

Primary Roles and Responsibilities

1. Allocation

- The Coordinator, Fellow Search will be given one or two avenues through which we can reach out to potential candidates for the fellowship.
- Helping Manager, Fellow Search to recruit 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

- Coordinating end-to-end administration of selection tests including venue allocation, invigilation, paper correction and declaration of results
- Conducting the home interview process and selecting the new batch of fellows

4. Reporting to Managers, Fellow Search and Head, Avanti Core Team

- Weekly communication with Manager, Fellow Search regarding Fellow Search process update
- Monthly communication with Head, Avanti Core Team regarding Fellow Search process update