



Job Description: Head - Mentorship, Avanti Core Team

Overview of the Role

The Head - Mentorship, Avanti Core Team will work directly with the Director, Operations to manage all responsibilities pertaining to the Avanti Core Team including managing the mentorship program and reporting to Avanti Corporate.

Primary Roles and Responsibilities

1. Team Selection
 - Inviting applications for manager and mentor roles
 - Conducting interviews, and selecting managers and mentors
2. Mentorship
 - Working closely with managers and mentors 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
 - Working closely with managers and executing events/interactions to increase the rapport between mentors and fellows
 - Raising flags related to any mentor-fellow in a timely manner to Avanti Corporate
 - Collecting brief feedback about the effectiveness of the program once a month from each fellow and detailed feedback twice a year
3. Reporting to Avanti Corporate
 - Weekly communication with Corporate on progress against ACT goals
 - Ensuring that the ACT files one online report per month on each 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 Head, Fellow Search in recruitment and coordination of volunteers, as deemed necessary by the Avanti Corporate
 - Strategizing and managing school outreach and community outreach along with the Fellow Search team (career awareness sessions, inviting applications for the fellowship, community organizations, media bodies, peer recommendations, etc.)
 - Managing the home interview process and selecting the new batch of fellows
 - Creating and maintaining the profiles of all fellows (Class XI and XII)