

## **Job Description: Avanti Mentor**

### **Overview of the Role**

The Avanti Mentor will work directly with the Manager, Mentorship to fulfill all responsibilities pertaining to the mentorship process of the fellow(s) allotted to him/her.

### **Primary Roles and Responsibilities**

#### **1. Allocation**

- Each Mentor will be allotted either 1 or 2 fellows; exact number will be decided by Manager, Mentorship in consultation with Head, ACT

#### **2. Mentorship**

- Ensuring frequent and effective interactions with allotted fellow(s)
  - Targeted frequency is twice a month one-on-one in-person interaction between mentor-fellow and weekly telephonic conversations. For the in-person interactions, mentor will travel to the fellow's home once a month for a review meeting along with the fellow and his/her parents, and the fellow will travel to the mentor's college once a month to meet him
  - 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 fellow in a timely manner to Manager, Mentorship and Head, ACT
- Conducting doubt-clearing sessions and other group sessions, as required

#### **3. Reporting to Manager, Mentorship and Head, ACT**

- Bi-weekly communication with Manager, Mentorship regarding the interactions with one's fellow(s) and flags, if any
- Monthly in-person meeting with Manager, Mentorship and Head, ACT to discuss interactions with one's fellow(s) and raise flags, if any. This meeting feeds into the reporting process with the following key points
  - Objective assessment of academic performance, motivation, attendance
  - Update on past goals and new goals
  - Nature and duration of interactions (telephonic and in-person)