

Job Description: Manager, Mentorship

Overview of the Role

The Manager, Mentorship will work directly with the Head, 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 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 number will be decided by Head, ACT 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 Head, ACT
- 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 Head, ACT and Avanti Corporate

- Weekly communication with 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)