



अवन्ती
AVANTI FELLOWS

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Job Description: Operations Associate

About Avanti Fellows

Avanti Fellows is a social enterprise established in March 2010 with the objective of broadening access to tertiary education in India. We help bright students from low-income homes gain admission to premier undergraduate colleges and ensure that they perform well and assimilate socially during their time in college. We currently have 3 full-time employees and around 150 student volunteers at 5 IITs – Bombay, Delhi, Madras, Kanpur and Roorkee, and help 120 students prepare for engineering entrance exams.

Avanti Fellows is the winner of the Stanford BASES Social Entrepreneurship Challenge 2010, a PanIIT Alumni India initiative and an UnLtd India investee.

Overview of the Role

We are looking for bright and motivated candidates who will work directly with the COO to plan and execute Avanti's operations. Selected candidates will be expected to take on significant ownership early and grow into managerial roles within a year.

Primary Roles and Responsibilities

- Manage all Avanti's operations along with our student teams
- Build partnerships with schools, local media and community-based organizations to extend the reach of the Avanti Fellows Selection Process
- Invite applications for our selection tests and conduct the tests
- Manage the personal home interview process for high potential aspirants to determine academic merit, motivation and financial eligibility
- Manage recruitment and training of student teams on colleges campuses
- Establish a uniform, consistent and effective mentorship process
- Manage Avanti's partnerships with existing training partners
- Establish new student teams on college campuses across India. This will include identification of new campuses, establishment of training partnerships, recruitment of student teams and implementation of Avanti's standardized processes
- Work with the team and governing board to conceptualize and execute new initiatives

Requirements

- Any undergraduate degree; work experience is a plus
- Experience in working in or leading student teams in college
- A passion to work in an entrepreneurial environment

Location and Travel

The role can be Mumbai or Delhi based and will involve some travel to Chennai, Puducherry, Kanpur, Roorkee, Dehradun and other locations as the organization grows.

Compensation

INR 3-4.5 Lakhs per annum (based on experience and fit)

www.avantifellows.org