



**अवन्ती**  
AVANTI FELLOWS

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## **Job Description: Operations Associate, Expansion**

### **About Avanti Fellows**

Avanti Fellows is a social enterprise established in March 2010 to help bright students from low-income homes gain admission to premier undergraduate colleges by providing access to training and mentoring. We currently have 3 full-time employees and 150 volunteers at 5 IITs – Bombay, Delhi, Madras, Kanpur and Roorkee, and help 120 students prepare for entrance exams. By April 2012, we will enroll our second batch of 210+ students.

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

### **Overview of the Role**

We are looking for self-driven candidates with excellent people skills and a passion to work in an entrepreneurial environment. Selected candidates will work directly with the Director, Operations to plan and execute Avanti's expansion strategy. Selected candidates will be expected to take on significant ownership early and grow into managerial roles within a year.

### **Primary Roles and Responsibilities**

- Identify potential locations for expansion of Avanti's activities
- Establish new student teams on college campuses in these areas. This will include identification of new campuses, establishment of training partnerships, recruitment of student teams and implementation of Avanti's standardized processes
- Build partnerships with schools, local media and community-based organizations to run the selection process for new fellows
- Invite applications for our selection tests and conduct the tests with the student teams
- Manage the personal home interview process for high potential applicants 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
- 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 will be Delhi based and will involve travel to new locations as identified in the expansion plans.

### **Compensation**

INR 3.5-5 Lakhs per annum (based on experience and fit)

[www.avantifellows.org](http://www.avantifellows.org)