

Job Description: Head, Avanti Core Team

Overview of the Role

The Head, Avanti Core Team will work directly with the Director, Operations to manage all responsibilities pertaining to the Avanti Core Team including team selection, fellow search, mentorship 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. Fellow Search
 - Strategizing and managing school outreach along with the Fellow Search team (career awareness sessions, inviting applications for the fellowship)
 - Strategizing and managing community outreach along with the Fellow Search team (community organizations, media bodies, peer recommendations, etc.)
 - Managing end-to-end administration of selection tests including venue allocation, invigilation, paper correction and declaration of results
 - Managing the home interview process and selecting the new batch of fellows
 - Creating and maintaining the profiles of all fellows (Class XI and XII)
3. 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
 - 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
4. 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)