

Job Description: Operations Associate, Online Learning Program

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 and winner of the Stanford BASES Social E-Challenge 2010.

About the Online Learning Program

Avanti Fellows has partnered with the Jawahar Navodaya Vidyalayas to set up an online learning program for 17 bright, low-income students from rural India. These Class XI students are currently receiving online training, periodic testing and remote mentoring through a residential program set up in Pondicherry. This technology-leveraged model is crucial to our long term scaling plans by virtue of its potential for infinite scalability.

Overview of the Role and Requirements

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 serve as class teacher for the 17-strong current batch and the subsequent batch.

Primary Roles and Responsibilities

1. Academic Planning and Management

- Create a comprehensive academic plan for the year covering entrance exam syllabus
- Manage the installation of video-conferencing technology and ensure smooth roll-out
- Schedule and administer a weekly test series
- Create and monitor individual study plans of each student throughout the year

2. Mentorship and Guidance

- Spend time with and understand aspirations of each fellow
- Conduct a weekly review meeting with each fellow to evaluate performance, create goals, assess progress and document level of preparation
- Design and organize remote doubts-solving sessions with our student volunteers
- Conduct alumni interaction sessions to inspire fellows and broaden their perspective

3. Impact Assessment

- Design an impact assessment module to measure the impact of our intervention
- Administer this module, analyze data and publish results on an ongoing basis

Location

Pondicherry

Joining Date

Immediate

Compensation

INR 3.5-4.5 Lakhs per annum (based on experience and fit)