TEACHFORINDIA

Job Description
Recruitment Associate

Position Title:	Recruitment Associate	**Reporting To:**	Recruitment Manager
Function:	Recruitment	**Level below CEO:**	5
Level:	Associate	**Geographical Responsibility:**	Regional
Team Size:	Nil	**Financial Responsibility:**	Nil

Position Summary

To ensure a significant pool of quality applications from a particular city, which, will support the selection of the best intellectual talent for our Fellowship program.

Primary Responsibilities (80% of time)

1. To help identify and select campus ambassadors in the city for Teach For India.
2. To train and manage campus ambassadors to get the target number of applications.
3. To support media and outreach for recruitment of Fellows
4. To present at ~50 campuses in the region
5. To follow up with high potential applicants met on campuses or elsewhere, or who have pre-registered on our website.
6. To update and maintain database of potential Fellowship candidates from the city continuously.
7. To analyze successes and gaps in application data on a weekly basis, especially July-January in order to channel efforts appropriately
8. To manage the follow-up call process for all high potential candidates (have Fellows, staff, Campus Ambassadors and external people engage with recruits to answer their questions).
9. To establish relationships with Fellow ambassadors, and other external resources in order to be able to maximise quality applications by leveraging their networks.

Additional Responsibilities

1. To support the selection process by participating in the selection centers for the Fellowship program.
2. To support matriculation by speaking to Fellows from the city about the program and clarifying any queries / doubts they may have.

Knowledge, Skills and Abilities

Preferred Edu. Qual.: Graduate **Preferred Experience:** 1-3 years

Skill sets:

1. Presentation and public speaking skills
2. Relationship building skills
3. Organizational skills