

TEACHFORINDIA

Job Description Associate - Selection

Position Title:	Associate – Selection	Reporting To:	Selection Manager
Function:	Selection	Level below CEO:	5
Level:	Associate	Geographical Responsibility:	National
Team Size:	Nil	Financial Responsibility:	None

Position Summary

The Associate, Selection will assist in building on our learnings from the past and integrate IT into our selection process as much as possible in order to create a more efficient and professional process. The Selection Associate will be required to help the Selection team execute all stages of the selection process (application review, phone interviews and in-person interviews).

Primary Responsibilities (80% of time)

1. To execute a strategy to manage application receipt and review.
2. To execute a strategy for phone interview scheduling and execution.
3. To execute a strategy for Assessment Centre scheduling and execution.
4. To execute a strong communication plan with applicants at all stages.
5. To develop IT structures to support Selection at all stages.
6. To working with senior selection staff to revise selection model.
7. To conduct analysis of selection data.
8. To support matriculation of accepted Fellows by speaking to them about any queries / doubts they may have.
9. To coordinate with selectors for the selection centers.
10. To manage the logistics of the selection centers with administrative associates in various cities.

Additional Responsibilities

1. To support recruitment in providing data from selection to ensure a focussed recruitment strategy.

Knowledge, Skills and Abilities

Preferred Edu. Qual.: Bachelors in any field **Preferred Experience:** 2-5 years

Skill sets:

1. Data management
2. Familiarity and ease with OS like MS Excel, Word, Powerpoint etc.