



## Recruitment Associate at iTeach Schools

### Overview

iTeach Schools is a fast-growing network of transformational schools focused on providing a free, foundational, and excellent education to secondary students. Founded in 2015, we now operate eight schools from Grades VIII to X across Pune, in collaboration with Pune Municipal Corporation and one school in Delhi. ([Read about our 5 year Journey here!](#))

Our students hail from Pune's most under-resourced households. The secondary grades are the last laps of intervention for our students, and probably the only real chance we have left to level the playing field between them and their high-income peers.

Currently, in our sixth year, we serve 1600 students and 900 student alumni through a strong team of nearly 170 staff members. In the academic year 2020-2021, we are looking for exceptional sector leaders to be associated with our schools, and eventually expand our school network!

### Responsibilities

The Recruitment Associate is a key member of the overall Talent and Funds team, and is responsible for building strong momentum around the secondary education movement, and then leveraging it to find the best people for the organization. iTeach's founding belief is "first who, then what" - which means that we put all our bets on our people - making this role singularly important to the organization and the students' success.

#### A - Inputs to Strategy

- Work closely with team leaders to identify and predict recruitment needs
- Ensure data is being recorded and analysed from all stages of the recruitment and selection
- Conduct field research to identify the needs of our target audience
- Create JDs and give inputs to role design keeping the above in mind

#### B - Recruitment

- Strategize for and manage a recruitment portfolio (fresh graduates / lateral hiring / internships, etc)
- Identify talent pools, build relationships and manage their application process
- Manage presence on job portals online
- Screen and short-list candidates on these online portals



### **C - Outreach**

- Manage relationships with colleges and other institutions for recruitment and outreach
- Work closely with the Communications team to implement outreach and branding strategies

### **D - Interviewing**

- Own and constantly refine the logistics of the interviewing process
- Work with the HR and Finance team to ensure the offer letters are going out on time
- Ensure meaningful interactions and effective relationships with candidates from offer roll-out till acceptance

### **Experience and Competencies:**

- Required: Bachelor's degree with strong performance
- Preferred: 2 years of relevant work experience
- Excellent communication skills - written and verbal
- Ability to work on multiple projects at the same time
- Ability to build effective relationships with stakeholders
- A strong, professional work ethic and ability to work in a team
- A willingness to learn and continuously develop stronger skills