



Recruitment Associate at iTeach Schools

Overview

iTeach Schools is a fast-growing, Teach For India alumni led start-up, focused on providing a free, foundational and excellent education to secondary students. We currently operate six, Grade 8 to Grade 10 schools, in a collaborative initiative with the PMC and our funding partners. Our six schools serve about 1100 students and 330 student alumni. Read more about us at www.iTeachSchools.org

100% of the students coming to iTeach Schools are from under-resourced and difficult backgrounds. The lack of access to good education and opportunities creates a huge achievement gap. The secondary grades are the last lap of intervention for these students, and most likely, the only chance we have left to level the playing field between them and their high-income peers. Education is one sure means for these students to break the circle of poverty.

In the Academic Year 2019-20, we are looking at starting more schools, and are looking for an exceptional person to join our Recruitment and Selection team to find the best hearts and minds for our students our organization.

Responsibilities

The Recruitment Associate has one singularly important goal – to spread awareness and recruit the best minds and hearts for the Secondary Education movement. A movement to ensure every student has an equal opportunity to access a foundational and high-quality Secondary Education that directs them towards college, career and citizenship. This will enable iTeach Schools to build schools that deliver an excellent education, focused at academic and holistic

development for each student, through Teachers and Teams that are dedicated and committed to delivering this excellent education.

Given that iTeach Schools is a young start-up, we are looking for people who will be eager to design the most effective systems and processes, combining researched best practices with their own contextual innovation.

Inputs to Strategy

- Work closely with School Leaders and the Network Team to identify recruitment needs across the organisation
- Ensure data is being recorded and analysed from all stages of the Recruitment and Selection process
- Conduct field research to identify the needs and expectations of our target audience

Recruitment

- Strategize for and manage a recruitment portfolio
- Identify and invest high-potential candidates in that portfolio
- Identify talent pools, build relationships and manage their application process
- Manage iTeach Schools presence on job portals online
- Screen and short-list candidates on these online portals

Outreach

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

Selection

- Drive ownership of the logistics of the selection process
- Work with the HR and Finance team to ensure the offer letters are delivered timely
- Ensure meaningful interactions and effective relationships with candidates from offer roll-out till acceptance

Experience

- Bachelor's degree
- 2 or more years of relevant work experience
- Demonstrated success in investing stakeholders, project planning and execution, resource allocation and optimization, operations and evaluation

Competencies

- Ability to work on multiple projects at the same time
- Ability to build effective relationships with Stakeholders
- A strong, professional work ethic and the ability to work in a team
- Strong written and oral communication skills
- A willingness continuously learn, develop and strengthen skills
- A strong sense of Independence and Motivation