

Rural Youth Fellowship

Job Title : Assistant Manager (Location)

Job Location : Jhunjhunu, Udaipur (Rajasthan)

About Rural Youth Fellowship (Swadhyay Center for Youth LLP)

The Swadhyay Center for Youth is a budding educational institution which is engaged in teaching, training, design and facilitation of entrepreneurial skills. Swadhyay through its **Rural Youth Fellowship** Program aims to address the challenges faced by the youth of this country in meaningfully utilizing their time and potential during their 3 years of graduation and living a life of self-reliance thereafter.

Job Responsibilities: The Assistant Manager will work closely with the Operations Manager in his/her location and assist in undertaking the following activities:

Managerial Responsibilities:

- Assisting the manager in organizing, planning and implementing strategy for the assigned location.
- Creating designs with outcomes for fellow workshops and sessions.
- Creating assessment tools and processes for fellows to monitor growth.
- Conducting capacity workshops on various topics related to skill management, leadership, design thinking, etc.
- Acting as Swadhyay's representative and contributing to networking for the organization.

Academic Responsibilities:

- Mentoring the fellows through offline/online sessions in at least one of the following subject areas:
 1. English and Communications (For competitive examinations and private sector placements).
 2. Mathematics (For competitive examinations).
 3. Commerce and Accounts (for fellows graduating in Commerce).

4. Public Administration, History and Political Science (for fellows graduating in Arts).
- Pre-planning for the delivery of the content.
- Evaluating assessment components such as class participation, semester exams, quizzes, assignments, etc.

Requirements and Skills:

- 1-3 years of experience in the field of academic facilitation or management.
- Proficient user of MS Office (MS Excel in particular).
- Leadership and organizational abilities.
- Interpersonal and communication skills (both written and verbal).
- Problem-solving attitude.
- Flexibility to work in shifts.
- Female candidates will be preferred.
- Age not more than 35 years.

Duration:

The candidate will be employed for a period of 3 months as Location Mentor and will be considered for the role of Assistant Manager at the time of permanent hiring based on their performance during the prescribed time period.

Salary: As per industry standards.

Selection Process: Shortlisted candidates will be invited for an online interview process.

To Apply:

Please submit your updated CV and answer the questions for the position by the given date using the link below. If you have any queries, you can email us at ryfswadhyay@gmail.com.