Admissions Manager

Salary range £35-45k per annum

ABOUT SCHMIDT SCIENCE FELLOWS

Infectious disease. Climate change. Food insecurity. An aging population. Species extinction. The crises that face our planet and our society are broad, deep, and multi-faceted. They recognize none of the neat boundaries that are often and traditionally applied to science.

We are living in a new era of science, technology, and innovation. Scientific progress and cutting-edge technologies are rapidly accelerating our understanding of the natural and built worlds. Research is global and is helping us to tackle many pressing challenges and improving lives around the world.

In this new era, the best scientists should draw insights from across numerous disciplines, be able to apply new techniques, and possess a broad worldview informed by the intersections between science and society. This is the space we work in. Schmidt Science Fellows are pioneers, trailblazers, and risk-takers. Our Fellows enjoy unparalleled intellectual and scientific freedom and membership of a supportive, lifelong community that provides a safe place to take scientific risks and push the boundaries of science.

We provide our Fellows with the skills and perspectives to accelerate discoveries, to develop solutions to the world’s pressing problems, and to become future leaders in science and society. Fellows are supported to pursue a postdoctoral placement in a world-leading laboratory anywhere in the world at a disciplinary pivot from their PhD. During their Fellowship year, they also participate in a varied and challenging Global Meeting Series that introduces new research ideas, techniques, and questions, in addition to a tailored training program. Our Fellows benefit from a personalized mentoring program, providing professional development support from experienced and internationally accomplished scientists, and at the completion of the Fellowship Year, join our Senior Fellows community for ongoing support, interaction, and programming opportunities.

Schmidt Science Fellows is an initiative of Schmidt Futures, delivered in partnership with the Rhodes Trust. Announced by Eric and Wendy Schmidt in 2017, the Program has recently selected and announced its third cohort of Fellows, and our Senior Fellows are already progressing to positions in academia, not-for-profit organizations, government labs, and start-up companies.

To learn more about Schmidt Science Fellows, the science, and motivations of some of our Fellows, please see our ‘We Are Schmidt Science Fellows’ features and film series:
http://schmidtsciencefellows.org/news/we-are-schmidt-science-fellows/
THE POSITION

Reporting directly to the Director of Admissions, the Admissions Manager is a vital role within the Schmidt Science Fellows team and will provide logistic, analytic, and administrative support across the entire scope of our nomination, application, review, and selection processes. Schmidt Science Fellows is an invitational scheme and partners with around 100 of the world’s top research organisations who nominate their top STEM PhD candidates to apply, generating around 400 applicants per cycle. Further details of the current process can be found at https://schmidtsciencefellows.org/selection/

DUTIES AND ACCOUNTABILITIES

The duties of the Admissions Manager role are broad and varied with the fundamental purpose of providing logistical and administrative support across the full range of administrative processes that underpin the selection process, this includes:

- Communicate with a wide range of external stakeholders (university departments, faculty, PhD candidates, reviewers, and selectors, etc.) within the global academic community.
- Manage multiple email inboxes, fielding queries from a wide range of academic and professional stakeholders relating to our review and selection processes.
- Manage the online application process, including supporting the design, testing, and validation of the application process ahead of applications opening and ensuring consistency between externally communicated processes and coordination of updates to the online application platform.
- Engage in cross-team communications, for example by working with the external affairs team on materials and messaging and the presentation of nomination and selection information on the website.
- Contribute to the adaptation of the applications process as Schmidt Science Fellows evolves and expands including adaptation to the rubric and scoring matrix and associated guidance documents across all stages of the selection process.
- Assist with the identification of appropriate Academic Reviewers (across a wide range of STEM disciplines) and mapping of their expertise with the disciplinary remit of applicants.

- Assist in the identification of appropriate Selectors and direct engagement with them following candidate assessments.

- Contribute to the running of an annual Final Selection process, including 1:1 interactions with candidates, senior corporate stakeholders, and prominent figures in science and society.

- Engage in data entry, analysis, collation, and provision of summary reports.

- Provide training, as necessary, on the use of the application platform (e.g., for Reviewers and Selectors)

- Attend conferences, as relevant, to contribute to the team’s understanding of global and UK educational changes and policies, which may impact on Selection.

- Contribute to the implementation and review of program privacy and data policies, in line with GDPR requirements to ensure ongoing compliance.

*Note: Some overseas travel will be expected - to be mutually agreed upon as need arises.*

**SKILLS AND EXPERIENCE REQUIRED**

We are a small team in the early years of establishing and expanding our Program. Individuals will need to be highly collaborative, flexible, have a 'start-up' mentality, and be risk-positive. Strong team working abilities with a hands-on, adaptable approach to numerous and overlapping tasks will be especially important, as day-to-day responsibilities are likely to be varied and fluid in the early years of our program.

The ideal candidate will have the following skills, experience, and qualifications:

- A post-graduate degree in a STEM discipline, or commensurate experience.

- Experience of the higher education STEM sector and understanding of how academia functions, particularly at the PhD and Post-Doctoral stages, is essential.

- Experience of academic selection processes and identification of reviewers within the STEM community would be advantageous.
• Excellent IT skills; including advanced level ability with standard packages, such as Word and Excel.
• Experience of G Suite, CRMs, admissions/ applications platforms and data management packages would also be advantageous, as would a general ability to troubleshoot and problem solve across digital platforms.
• Excellent written and verbal communication skills with a service-oriented approach and the diplomacy to be able to converse and work with a large variety of stakeholders from diverse backgrounds, sectors, and organizational levels.
• Be detail orientated with experience in accurate data entry and record maintenance along with competency in synthesizing data and creating reports.
• Be proactive, focused, and organized with the ability to plan and manage multiple work flows simultaneously.
• Be a team player with a positive, flexible approach and the initiative to improve processes in the interests of efficiency or adapting to changing requirements.
• Sensitivity and discretion when interacting with stakeholders and the ability to handle personal and financial information with an awareness of data protection requirements.
• Ability to work well under pressure, prioritize work, and meet deadlines.

START DATE

We are looking for the job-holder to start as soon as possible.

LOCATION

The Program team are located in and around Oxford, United Kingdom and in the metro Washington DC area in the United States. Whilst the team is well set up to work from home and remotely, the nomination, application, and selection functions are primarily managed through the Oxford office and, as such, the Admissions Manager will be expected to be located within a reasonable distance of Oxford, UK.
TERMS OF APPOINTMENT

After the satisfactory completion of a probationary period of six months, this role will become a two-year term position, in the first instance. Note that applicants must be eligible to work in the United Kingdom.

Schmidt Science Fellows Program team members are employed by the Rhodes Trust.

The Rhodes Trust participates in the USS pension scheme, enrolls staff for private health insurance upon successful completion of probation, and offers a competitive annual leave policy.

TO APPLY

Schmidt Science Fellows is an equal opportunity employer. We warmly welcome applications from talented people of diverse backgrounds and appoint without regard to age, disability, gender, gender identity, gender reassignment, sexual orientation, pregnancy or maternity, parental status, marital or civil partner status, race, colour, ethnic or national origin, nationality, religion or belief.

Please send your curriculum vitae (no longer than three pages) plus cover letter (no longer than two pages) and the contact details of at least two references (these will not be contacted without applicant’s permission), to cnorton@schmidtsciencefellows.org.

The closing date for applications is Friday 21st August 2020 at 12:00 (BST) but please note that shortlisting will not be finalised until early September 2020. In light of the current situation regarding COVID-19 initial interviews and subsequent on-boarding are likely to take place virtually. All applications will be acknowledged.

Enquiries about the vacancy can be directed to: recruitment@schmidtsciencefellows.org

Please visit the website https://schmidtsciencefellows.org/ to learn more about Schmidt Science Fellows.

14 July 2020