



# Scientific Admissions Officer /Manager

## US Candidate Information Pack





**Scientific Admissions Officer/ Manager<sup>1</sup>**

**Salary: competitive, commensurate with skills and experience.**

## **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 in 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 is currently in the process of selecting our sixth 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/>

---

<sup>1</sup> *Dependent on qualifications and experience*



## THE POSITION

Reporting directly to the Director of Admissions, the Scientific Admissions Officer/ Manager is a vital role within the Schmidt Science Fellows team and will provide scientific, 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 organizations who nominate their top STEM (Science, Technology, Engineering, Mathematics) PhD candidates to apply, generating around 400 applicants per cycle. Further details of the current process can be found at <https://schmidtsciencefellows.org/selection/>

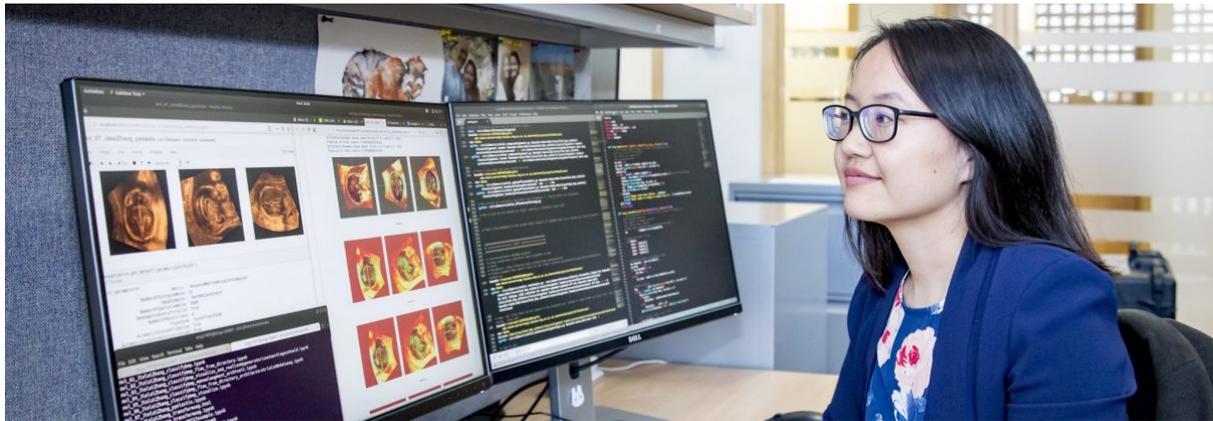
## DUTIES AND ACCOUNTABILITIES

The duties of the Scientific Admissions Manager role will be varied and support the full range of processes which underpin the selection process, this includes:

- Engagement and communication with a wide range of external stakeholders - university departments, Faculty, PhD candidates, and academic reviewers.
- Managing multiple email inboxes – fielding queries from a wide range of academic and professional stakeholders relating to our nomination, review and selection processes.
- Supporting the design, testing, and validation of the online application process and guidance ahead of applications opening.
- Assist with the identification of Academic Reviewers (across a wide range of STEM disciplines) and engage with them directly to provide support relating to administrative matters and guidance on our process to ensure a robust and fair review.
- Assist in the internal review of applications to help assign candidates to the most relevant review panels, undertake general administrative duties relating to the management of the applications portal, assist with scheduling and observation of Panel meetings.

- Contribute to the running of the annual Final Selection process, including 1:1 interaction with candidates (scheduling of interviews & eligibility checks), senior corporate stakeholders, and prominent figures in science and society – including interview observation duties.
- With the support of other team members, contribute to international outreach activities (in-person and virtually), including providing guidance to STEM student communities, nominating university partners, Faculty and Fellows.
- Engage in data entry, analysis, and provision of summary reports.

*Note: Some overseas travel will be expected.*



## SKILLS AND EXPERIENCE REQUIRED

We are a relatively small team and applicants will need to be flexible and collaborative (with an aptitude for teamwork) and an adaptable approach to overlapping tasks.

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

- A post-graduate degree in a STEM discipline, or commensurate experience is desirable.
- Experience in the higher education STEM sector or commensurate experience in a professional role that confers convincing knowledge of how academia functions, particularly at the PhD and post-doctoral stages, is essential.
- Experience in academic selection processes would be advantageous. However, in-house training will be provided.
- Excellent written and verbal communication skills with a service-oriented approach and the diplomacy and sensitivity to engage with a variety of diverse stakeholder groups is essential.
- A positive and collaborative working style with a clear commitment to the highest standards of delivery, ethics, and confidentiality (including handling personal and financial data).
- Excellent attention to detail with experience in accurate data entry and record maintenance, along with a willingness to engage in detailed administrative tasks and competency in synthesizing data to create reports.

- Self-sufficiency and the ability to work well under pressure, prioritize, plan and manage multiple workflows.
- Excellent IT skills, including advanced level ability with standard packages, such as Word and Excel, and a general ability to troubleshoot and problem-solve across digital platforms would be advantageous, as would experience of G Suite applications, CRMs, admissions/ application platforms and data management packages. However, training can be provided.



#### **START DATE**

We are looking for the jobholder to start as soon as possible.

#### **LOCATION**

The Schmidt Science Fellows Program team are located in and around Oxford, United Kingdom and in the metro Washington DC area in the United States. Our Admissions functions are primarily managed through the Oxford office. This position is available to candidates located within the metro DC area and would be managed by the Director of Admissions and Outreach, based in the UK. The postholder will be expected to live within a reasonable distance of the western suburbs of Washington DC and will primarily work from home but must be able to travel on a regular basis to attend team working days in Northern Virginia.

The postholder must also have a willingness to manage flexible working to accommodate our international operations, and be comfortable with remote team working, including international line management. There will be an expectation, with notice, of some travel to the UK as well as some travel within the US and internationally.

#### **TERMS OF APPOINTMENT**

After the satisfactory completion of a probationary period of six months, this role will become a permanent position. Note that applicants must be eligible to work in the United States.

US-based Schmidt Science Fellows Program team members are employed by the Rhodes Trust in the USA. We offer a competitive benefits package and salary commensurate with experience.



## 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, color, 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 the applicant's permission), to [careers@schmidtsciencefellows.org](mailto:careers@schmidtsciencefellows.org).

The closing date for applications is Monday 30<sup>th</sup> January 2023 at **12:00 (GMT)**.

**Enquiries about this vacancy can be directed to:** [careers@schmidtsciencefellows.org](mailto:careers@schmidtsciencefellows.org).

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

November 2022

