

Director of Selection and Outreach

Schmidt Science Fellows



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.

We believe in a vision of a world where interdisciplinary science flourishes without limit, accelerating discoveries to benefit the world, and driving innovation that improves quality of life for all.

We help scientists solve bigger problems faster by identifying, developing, and amplifying the next generation of science leaders, building a community of scientists and supporters of interdisciplinary science, and leveraging this network to drive sector-wide change.

Schmidt Science Fellows is an initiative of Schmidt Sciences, delivered in partnership with the Rhodes Trust. The Program was launched in 2017 by Eric and Wendy Schmidt.

Our Fellowship community numbers 145 Fellows, both current and Senior Fellows (alumni), across six cohorts and representing 34 different nationalities. We are in the final stages of selecting our seventh cohort and anticipate announcing these Fellows in April 2024.

Each year, our selection team engages with a wide range of Nominating Partners, Reviewers and Selectors, and candidates around the globe to deliver a robust and trusted process, identifying and selecting each new cohort of Fellows. For our 2024 selection cycle, our team engaged 120 Nominating Partners in 28 different countries to identify 451 nominated candidates and worked with 116 Reviewers and Selectors across the different rounds of our process."

To learn more about Schmidt Science Fellows and our mission, please watch our film, '[Science Needs to Change.](#)'



The Opportunity

The Director of Selection and Outreach will be at the forefront of our mission to catalyze breakthroughs in science. This role is pivotal in shaping the future of our Program, and the position holder will have the opportunity to make a lasting impact on the global scientific community.

The Director of Selection and Outreach will not only be responsible for identifying and recruiting the brightest minds from around the world but will also be responsible for a wide variety of outreach activities to ensure that we recruit a diverse community of Fellows who will go on to redefine the boundaries of science. This work will extend beyond traditional admissions, encompassing strategic outreach and stakeholder engagement to achieve the Program's mission.

The role will have the scope to innovate, build relationships across our community and network, generate new outreach partnerships, be a public face of the Fellowship Program, and see projects through from idea to complete delivery.

Working with our Program team and Fellowship community, you will shape the future of science – one Fellow at a time.

The Position

The role will report to our Deputy Executive Director and will be expected to form strong working relationships across our team in the UK and US and with relevant teams at our partners, Schmidt Sciences, and the Rhodes Trust. The position will manage the Admissions team who help develop and implement the nomination and selection processes.

Key Responsibilities

- **Admissions Strategy:**
 - Work with the Deputy Executive Director to contribute to the development of a comprehensive admissions strategy and lead its implementation, ensuring alignment with the Program's mission and goals.
 - Collaborate with the Deputy Executive Director to set admissions targets (i.e., KPIs) and evaluate the effectiveness of recruitment efforts.
 - Work with the Deputy Executive Director and other relevant colleagues to support the development of a coherent and impactful 'end-to-end journey' for Fellows, from first contact with the Program, through their placement years, and into our lifelong Fellowship community.



- **Candidate Identification:**

- Cultivate relationships with the lead contacts and key departments at our Nominating Partners/Institutions to ensure they understand what type of scientist we are seeking.
- Engage with Nominating Partners to ensure the Program maintains robust intelligence on local nomination processes and develop plans to maintain the integrity of our overall selection process.
- Identify and reach out to potential new Nominating Partners to ensure representation from underrepresented areas.
- Work with Nominating Partners to ensure our materials are shared with relevant departments and student communities.
- Develop creative ways to reach out to potential candidates (e.g., webinars, admissions materials, animations, films, etc.)
- Iterate the Fellowship application on an annual basis to ensure we are capturing the correct and relevant data from candidates and are delivering an effective and efficient process.

- **Selection Process:**

- Oversee the entire candidate nomination and selection processes, ensuring a rigorous and fair evaluation of applicants.
- Review and update the selection criteria on an as-needed basis, ensuring guidance to reviewers and selectors is clear in our objectives.
- Lead the recruitment of reviewers, selectors, and the appointment of selection committees.
- Manage the complete operations and delivery of the nominations, review and interview processes, ensuring effective forward planning and efficient resource deployment.
- Ensure a diverse pool of applicants is presented equally and fairly across all processes.
- Iterate the Selection Process year on year (in consultation with the Deputy ED and, where appropriate with approval from the ED and/or Program Joint Committee depending on the magnitude of suggested changes) to ensure we are delivering the as effective, equitable, and robust a selection process as possible.

- **Outreach and Promotion:**

- Develop and execute outreach initiatives that ensure Nominating Partners and a wide pool of suitable prospective candidates have a high awareness of the Program and the nominations and applications process.
- Work with the Deputy Executive Director to align stakeholder engagement, messaging, and initiatives with the Program



Communications Strategy and work with the Communications Manager to develop compelling and engaging materials and content.

- Represent the Program at appropriate events and forums to drive and awareness of, and engagement with, our nominations and applications processes.
- **Diversity and Inclusion:**
 - Work to ensure an inclusive and equitable selection process and implement strategies to attract and support candidates from underrepresented backgrounds.
 - Support initiatives to strengthen diversity of all kinds amongst the applicant pool and selected Fellows.
- **Fellowship Community Engagement:**
 - Working with the Deputy Executive Director and the Director of Fellowship Affairs and Lifelong Community, foster and maintain relationships with current and Senior Fellows to draw on their expertise, insights, and networks to support our outreach initiatives and strengthen the selection process.
 - Contribute insights and advice to ensure reviewers, selectors, and other representatives from the selection process are considered in strategic stakeholder engagement initiatives.
- **Data Analysis and Reporting:**
 - Work with the Project and Information Officer to collect, analyze, and report on admissions data to inform decision-making and improve the admissions process.
 - Provide regular updates to the Executive Director and other stakeholders.
- **Management:**
 - Manage the UK-based admissions and outreach team, fostering a collaborative and motivated work environment.
 - Provide guidance, support, and professional development opportunities to team members.
- **Leadership:**
 - Serve on the Executive Director's Advisory Group, providing advice to the Executive Director on Program strategy, design, and implementation.
- Other related duties as assigned.



Knowledge, Skills, and Attributes

Candidates for the position should be able to demonstrate the following knowledge, skills, and attributes:

- Strong network and connections within the scientific community.
- Excellent written and verbal communication skills combined with strong interpersonal skills.
- Demonstrated highest levels of excellence in work plan prioritization, multi-tasking, and proactive project management.
- Strategic thinking and problem-solving abilities.
- Leadership experience, including managing teams and projects.
- Experience of working with sensitive and confidential information and demonstrable good judgment and discretion.
- Have a positive, values-based, collaborative working style with a clear commitment to the highest standards of delivery, ethics, and confidentiality.
- Possess first-class diplomatic skills with an ability to work and communicate with groups that span organizational seniority, multiple nationalities, and diverse cultural backgrounds.
- Demonstrated commitment to diversity, equity, and inclusion.
- Ability to work collaboratively. Demonstrated team player with 'roll up your sleeves' attitude and record of impact in high-intensity, evolving, team-based environments.
- Passion for advancing interdisciplinary science and nurturing future scientific leaders.
- Experience of working in complex and fast-paced environments, with multiple external stakeholders.
- Experience of partnership working, including in the not-for-profit, higher education, or scientific sectors.
- Be a reliable self-starter with an ability to self-motivate and manage own work area while recognizing when to engage program leaders and colleagues.
- Love of learning and desire for continued professional development.
- Love of experimentation and piloting of new ideas while ensuring that "business as usual" processes continue smoothly until the new ideas prove worthy of integrating into the standard operations.
- Experience with modern office procedures, MS Office Suite, GSuite, and Zoom. Salesforce CRM experience is an advantage.
- Willingness to be flexible regarding workflows, responsibilities, and ways of working.
- Ability to manage international working and working across multiple time zones.

Requirements

- 10 years of experience in admissions, recruitment, or talent identification in an academic, research, or similar environment.
- Demonstrable experience of managing and developing direct reports.
- Understanding and experience of admissions and applications technology platforms.
- Have a master's or doctoral-level degree in a science or education field from an accredited institution.
- The post holder will have the opportunity, and will be required, to travel to engage with the Schmidt Science Fellows community and to support major events and convenings.
- Be able to co-work at our offices in central Oxford two days a week and be able to travel internationally regularly, with notice for 1-2 weeks at a time for Schmidt Science Fellows events, co-working with international colleagues, and to engage in outreach activities.



Terms of Appointment

We are looking for the successful candidate to start as soon as possible. Terms and salary will be discussed with candidates.

Schmidt Science Fellows staff are employed by the Rhodes Trust. UK-based staff benefits include:

- 30 days annual leave plus 8 bank holidays
- Competitive pension scheme
- Generous family leave schemes
- Private health insurance
- Employee Assistance Programme
- Personal development opportunities

Additional benefits, such as free access to the University's gardens, parks, libraries and museums, and University staff discounts in shops across Oxford

To Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Schmidt Science Fellows on this appointment.

To apply, 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 Ellie Dugdale ellie.dugdale@saxbam.com

The closing date for applications is noon on **Friday 9th February**.

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.

