## Job Description and Selection Criteria

*Job Title:* Academic Admissions Assessor
*Department*: Blavatnik School of Government
*Division*: Social Sciences
*Location*: Blavatnik School of Government
*Grade and Salary*: Grade 8: £21.56 per hour
*Hours*: Varied
*Contract* Type: Casual
*Reporting to*: Tutor for Admissions

**Introduction**

**The Blavatnik School of Government**

The Blavatnik School of Government at the University of Oxford was established in 2010 with the aim of helping to build a world that is 'better led, better served and better governed'. We believe in effective and rigorously tested public policy delivered by leaders of integrity, and strive to achieve this through our teaching, research and global engagement.

The Blavatnik School offers a one-year taught Master of Public Policy (MPP) and we are seeking external assessors to work alongside our faculty on admissions.

We are a uniquely international and diverse institution as exemplified in our MPP cohort – last year's class comprised 113 students from 54 countries and territories, covering a wide age range, came from many different sectors, and had diverse levels of experience. We offer an exciting, challenging and globally focused Oxford learning experience to outstanding graduate students who are committed to a career in public policy. We believe strongly that all countries have lessons to learn from one another, and that building strong links between future policy practitioners and leaders from different cultures, nations and sectors is to everyone's benefit. Who we admit as students to the School is critical to this realising this. We receive many hundreds of applications for our MPP each year and are looking for assessors to help us decide who to offer places to on our competitive and highly sought after programme.

For more information about the Blavatnik School of Government see www.bsg.ox.ac.uk

**The position**

**Overview of the post**

Reporting to the Tutor for Admissions, the post holder will assess application files for our Master of Public Policy (MPP) programme. Applications are assessed holistically and contextually according to three key selection criteria: a) academic excellence, b) commitment to public service, and c) evidence of leadership and impact. At least two people will assess each file, with collated comments and scored reviewed by the Tutor for Admissions and/or the Senior Admissions Advisor.

Each academic admissions assessor will be expected to complete up to 200 hours of assessment, depending on the number of applications received and reviewers available. Training will take place from November 2018 with assessment happening from then until March 2019. Peak workloads are expected between 21 January and 11 March 2019.

**Duties of the post**

**Responsibilities/duties**

- Complete in-house training on the MPP admissions process and selection criteria.

- Assess MPP application files according to provided criteria and guidance. Such assessment can be carried out at any location.

- Provide advice and expertise to other reviewers in areas and/or regions of expertise.

- Assist in refining the MPP assessment process.

**Selection Criteria**

**Essential**

An undergraduate degree.

- A post-graduate degree and/or significant applicable professional experience.

- Experience of academic teaching, marking, and/or admissions in a University, or comparable context.

- Availability during the peak admissions period of 21 January 2019 to 11 March 2019.

- Ability to independently manage time and workload to complete assessments as agreed with the Tutor for Admissions and/or Senior Admissions Advisor.

- Good team work and interpersonal skills.

**Desirable**

- A doctorate degree.

- Specialist knowledge of one or more areas relevant to public policy (e.g. philosophy, economics, political science, law, science).

- Specialist knowledge or experience of the education system of one or more regions of the world outside the UK.