

## BLAVATNIK SCHOOL OF GOVERNMENT

### Summary

<b>Job title</b>	Academic Admissions Assessor (multiple posts)
<b>Division</b>	Social Sciences
<b>Department</b>	Blavatnik School of Government
<b>Location</b>	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 7.10: £24.09 per hour
<b>Hours</b>	Variable
<b>Contract type</b>	Casual engagement – until 29 February 2024
<b>Reporting to</b>	Director of Admissions
<b>Additional information</b>	The closing date for applications is 12 noon (UK time) on Wednesday 27 September 2023

### The role

Reporting to the Director of Admissions, the postholders 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 scores reviewed by the Director of Admissions and/or a 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. Introductory training and group assessment sessions will take place from November 2023 onwards, with assessment taking place from then until final decisions are communicated in early March 2024. The deadline for MPP applications is 5 January 2024 and peak workloads for our academic admissions assessors will be expected to fall between 8 January and 23 February 2024.

## Responsibilities

- Complete in-house training on the MPP admissions process and selection criteria, involving group assessment work from November until mid-December 2024.
- Assess MPP application files independently, according to provided criteria and guidance, during the peak period of assessment in January and February 2024. Assessment of applications can be carried out at any location.
- Provide advice to other assessors in areas and/or regions of expertise.
- Assist in refining the MPP assessment process.

## Selection criteria

### Essential selection criteria

- An undergraduate degree.
- A post-graduate degree and/or significant applicable professional experience which links to public policy.
- Experience of academic teaching, marking and/or admissions in a University, or comparable context.
- Extensive availability during the peak admissions period of 8 January 2024 to 23 February 2024.
- Ability to independently manage time and workload to complete assessments as agreed with the Director of Admissions and/or Senior Admissions Advisor.
- Good team work and interpersonal skills.
- Exceptional judgment.

### Desirable selection criteria

- 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.

## 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 one-year taught Master of Public Policy (MPP) is the Blavatnik School's flagship degree, and we are now seeking assessors to work alongside our faculty on MPP 2024 admissions.

We are a uniquely international and diverse institution as exemplified in our MPP cohort – last year's class comprised 144 students from over 50 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.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

You can find more information on the [Blavatnik School of Government's website](#).

## How to apply

Please email your application to [recruit@bsg.ox.ac.uk](mailto:recruit@bsg.ox.ac.uk) with the subject "Application for Academic Admissions Assessor".

Please include:

1. your CV
2. a brief cover letter/email addressing the selection criteria. Also include any constraints around availability (e.g. term dates, thesis deadlines, future commitments, etc.)