University of Manchester Q-Step Summer Project 2019

Ref: #22 UoMQStep 2019 UoM Planning – Who Applies and Who Arrives

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Organisation Name: The University of Manchester

Team/Department: Directorate of Planning

Address: Christie Building, Oxford Road, Manchester, M13 9PL

Provisional title for project: Understanding the Application Funnel - An Analysis of the Admissions Cycle at the University of Manchester

This placement offers an opportunity to conduct data analysis that will help to inform policy and shape recruitment and planning strategy. The project uses historical and contemporary data on the University of Manchester admissions cycle to explore trends in applications, admissions and registrations. In particular, the project will compare the experience of different groups of applicants/students at the University of Manchester with data from the wider university sector. The intern will gain experience of working with large-scale datasets and applying a range of statistical techniques. The placement is suited to anyone looking to develop their Excel skills, statistical knowledge and report writing skills, with a particular interest in higher education policy and recruitment.

Key words (up to 12): Higher education, statistical modelling, policy development, fair access, admissions trends

Essential and desirable skills that the student would need to have:

Essential:
- Computer literate with knowledge of Access, Excel, Word, and MS Outlook.
- Experience of working with large datasets.
- Excellent numeracy skills and the ability to use initiative.
- Excellent attention to detail and a high degree of accuracy.
- Excellent organisational and time management skills with the ability to prioritise work in a busy environment and meet strict deadlines.
- Good communication skills with the ability to communicate clearly and effectively both orally and in writing.

Desirable:

- An interest in quantitative analysis and data management.
- Experience of statistical software packages (e.g. SPSS or R).
- An understanding of current issues across the Higher Education sector.

Where the work would be carried out: The student will be based in the Directorate of Planning offices at the University of Manchester for 8 weeks during July and August. Working hours are 9:00am – 5:00pm, Monday to Friday.

Preferred selection method (interview or other method): Interview

Interview preference (on campus, remote, in your office): University of Manchester campus

Support and training offered by the organisation: The student will receive a high level of supervisor assistance from the Lead Data Analyst within the Directorate of Planning, and will work within a supportive team. We will provide an environment in which a student can learn a range of quantitative research and professional skills in a higher education setting, and develop skills in Microsoft Excel and Access.

Any issues of data confidentiality and/or IPR that would need to be resolved:

The student will have to undertake online Data Protection training.

Supporting information: The student will have the opportunity to disseminate findings through relevant meetings and working groups and to senior staff members.

Financial assistance offered by the organisation: The University will cover any additional expenses incurred throughout the placement.