

Academic Operations Intern (volunteer position)

Location	Remote
Start date	As soon as possible
Duration	3 months
Requirements	Access to computer, good internet connection
Compensation	Unpaid
Working days	Mon - Thurs
Working hours	24 hours / week (Usual working hours 10am - 5pm)

About Acume

Acume is an ambitious UK tech startup bridging the divide between academics and professionals by making academic knowledge more accessible.

We turn academic research into a practical summary, and then connect it directly to the end user. Making it faster to access, read, understand and use. By doing this, we hope to increase the influence and use of academic research across policy and practice – leading to more effective decision-making and better outcomes.

A core part of our mission is to support inclusion and diversity of academic research. Due to western structures and financial constraints, some scholars are not offered the same opportunities as others. We aim to change this.

Our aim is to build a global database of academic research summaries that are then connected with ethical algorithms to the end user.

For more information visit: <https://www.acume.org/about>

About the role

As an Academic Operations Volunteer, you will lead the collection of knowledge for a specific project. You will first identify relevant academics that match the needs of our partner, build a network of academics, and then work with the academic to translate their research into useful insight and practical recommendations.

We currently collect research by organising a zoom interview with academics. Using an interview guide, we ask the right questions to extract the key insights for policymakers and practitioners.

You will gain first-hand experience in research, academic outreach, developing strategic relations, and experience at a tech startup. You'll develop your influence, project-management, and academic skills. You'll also have the opportunity to be a part of an initiative that has big ideas to reform the international affairs and development sector.

The role is remote, but as we are based between the UK and the Netherlands, it is nice but not necessary for the candidate to be based in one of these locations too. As an Academic Operations Volunteer, you will collaborate and work closely with other members of the Academic Operations team.

The ideal candidate will have proven interests in the academic landscape, the production of knowledge, and the international affairs and development sector. They will have strong interpersonal skills, be able to self-motivate, have lots of initiative, and the confidence to communicate, influence and convince.

Key responsibilities:

- Build and project manage an outreach strategy to access, engage and invite academics to participate, and manage relations.
- Work with academics to transform their research into a high-quality and practical summary that is as useful as can be for professionals
- Ensure our CRM is always up-to-date using excellent organisation and a systematic approach to relationship management
- Identify and take opportunities to partner or collaborate with organisations or universities that can help to build our research collection
- Be a professional representative of Acume and always reflect our values
- Be an active member of our small team by contributing ideas, helping us to identify new opportunities, problem-solve, and help to grow the platform

Selection Criteria

- A social science or humanities BA degree, ideally within an international relations related field (*eg. conflict studies, development studies, gender studies, public health, governance, cultural anthropology, politics, IR etc*)
- Genuine interest in our mission and knowledge of our target audience (both academics and professionals working across international affairs or development)
- Outstanding interpersonal and communication skills
- Excellent academic acumen - with the confidence to project manage academics and discuss and manage their ideas
- Attention to detail, high-levels of organisation, an ability to project-manage, and lots of initiative

How to apply

To apply, please send your CV along with a cover letter that outlines your motivation for applying and how this internship can assist you with your future ambitions to Yasmine Finbow, CEO, Acume (y.finbow@acume.org). If you have any questions then please do not hesitate.