

# POSTGRADUATE OFFICERS ROLE DESCRIPTIONS

The four Postgraduate Officers speak on behalf of underrepresented populations within the Postgraduate Community, including: International Postgraduates, Part-Time Postgraduates, Distance/Commuter Postgraduates, and Graduate Teaching Assistants.

The duties in the first section apply to all PG Officers. Additional duties specific to the individual PG Officer positions are described in separate sections below.

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## TIME COMMITMENT AND DETAILS

- Elected, voluntary positions
- 1 position for Graduate Teaching Assistants; 1 position for International Postgraduate Students; 1 position for Part-Time Postgraduate Students; 1 position for Distance/Commuter Postgraduate Students.
- (Collaborates with PG Representatives and other Class Representatives)
- Line-managed by the PG Academic Convenor
  - Collaborates with PGT and PGR Presidents, fellow PG Officers, UG Faculty Presidents, School Presidents, PG Development Officer; the PG Society President, DoEd and other student Representatives
- Estimated workload is 10 hours per week; dependent on meeting schedule
- Position serves from October through until the following September
- Option to serve partially or completely remotely

## REQUIREMENTS

- Complete mandatory representative training
- Report regularly to the PG Academic Convenor (line manager)
- Attend the PG Academic Forum
- Attend the PGT and PGR Forums
- Stay up to date on information relevant to student representatives (from the University and the Students' Association)
- Keep notes of challenges, successes, issues solved, and critical information during your term to create documentation for future representatives.
- Complete a formal handover report at the conclusion of your term.

## ELEVATE ISSUES

- Analyse problems reported by PG Reps; make decisions about how best to report student opinions and requests to staff
- Work with University staff to implement changes based on PG Rep and/or student feedback.

## **ELEVATE ISSUES (CONTINUED)**

- Follow up regularly with Students' Association and University staff to ensure changes are being conducted.
- Bring your populations' issues to the PG Academic Convenor and to the PG Academic forum for discussion as appropriate.

## **ENGAGEMENT WITH STUDENTS**

- Use access provided from Students' Association admin to introduce yourself to and check in with the students you represent at least once per semester
- Listen to student concerns brought forward by PG Reps; collate and analyse feedback; design solutions where possible
- Request feedback from Reps/students regularly via email and during all PGT and PGR Forums.
- Collate and analyse student feedback; make decisions about how best to report student opinions and requests to relevant staff
- Elevate issues affecting all PG students to the PG Academic Convenor and/or PGT/PGR Presidents as appropriate.
- Bring issues relevant to UG students to the attention of UG Faculty President(s).
- Administrate Social Media Channels applicable to your interest group
- Always reply to student inquiries and concerns in a timely manner (even if to refer them to another resource.)

## **REPORTING OUTCOMES**

- Report outcomes of student feedback to PG Reps and the students it affects (e.g. through a regular check-in email or announcement page)
- Communicate outcomes/resolutions to the students and representatives who submitted the feedback
- Share outcomes of PGT Forums at PG Academic Forum and other committees and boards as appropriate

## **WHAT IS NOT EXPECTED**

- You are not expected to organise events but you are welcome to collaborate with the PG Society as you see fit.
- Attending School-specific meetings, such as SSCCs
- You do not line-manage any PG Representatives. Managerial duties of the PG Reps should fall to the PGT/PGR President.
- You are not responsible for issues of finance, mental health, or pastoral care. Instead, refer students to relevant University resources, such as the Advice and Support Centre

## **DIVERSITY AND INCLUSION**

The Students' Association encourages students of all backgrounds to run for a Postgraduate Officer role. The Association strives to make sure a diverse range of voices is heard and all issues prevalent to students are represented.

# PG DISTANCE/COMMUTER STUDENT OFFICER ROLE DESCRIPTION

The duties in this section apply only to the PG Distance/Commuter Student Officer.

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## ELIGIBILITY CRITERIA

- Must be a currently enrolled postgraduate student at the University, living outside of St Andrews;
- In good standing with the University and the Students' Association in terms of disciplinary matters;
- Will be an enrolled student until the end of the current academic year.

## SPECIFIC DUTIES

- Regularly gather feedback from distance-learning and commuting postgraduate students via email, surveys, and other communication channels.
- Coordinate with the Advice and Support Centre to discuss distance-learning and commuting postgraduate students' comprehensive wellbeing.
- Example areas of advocacy for this position include: community building; work and social spaces; online accessibility; commuting; creating remote communities; access to support resources.

## WHAT IS NOT EXPECTED

- You are not expected to commute to St Andrews for this role. This position can be held remotely.
- You are not responsible for issues of finance, mental health, or pastoral care. Instead, refer students to relevant University resources, such as the Advice and Support Centre.

## BENEFITS OF THE POSITION

- Improving the PG student experience, especially for underrepresented groups at St Andrews
- Administrative knowledge of the academic representation system
- Insight into the academic systems that make up your the University
- Develop skills, such as: Leadership, Teamwork, Communication, Problem Solving, Organising and Chairing Meetings, Conflict Resolution, Time Management, Negotiation, Public Speaking
- Networking opportunities with other PG representatives, academic staff, and Students' Association staff