

Postgraduate Development Officer

July - June, Part Time, Voluntary

Aim

The role is to support and enhance the non-academic aspects of postgraduate students' lives at the University of St Andrews.

Key Responsibilities

What you will be doing:

- Represent postgraduate students in non-academic matters: wellbeing, equal opportunities, accommodation and employability.
- Liaise with the wellbeing committee, equal opportunities committee, and accommodation committee of the Students' Association.
- Liaise with Student Services, CAPOD, Career's Centre, and be their postgraduate point of contact.
- Be an active member of the Postgraduate Society Committee and Students' Representative Council.

How you will be doing it:

- Keep regular contact with Postgraduate Students keeping them updated about issues affecting the postgraduate community.
- Liaise with the Provost Office and Proctor's Office, CAPOD, Careers Centre, Student Services, and Library, about Postgraduate issues.
- Liaise with the Director of Representation and other elected officers. Liaise with St Leonard's College.

Useful Skills or characteristics

- Be passionate about the postgraduate community and enhancing the postgraduate experience.
- Good organizational and time management skills.
- Ability to have a long-term vision for projects through the year and motivation to see it through.
- Ability to coordinate and communicate with a diverse group of students and staff.
- Ability to handle sensitive information confidentially.
- Confidence in meetings and discussions.

Skills you can expect to learn and develop

- Develop confidence, negotiation, and communication skills.
- Increase organisational skills and flexibility.
- Improve time management skills.
- Gain experience of leading projects and supporting a diverse team.
- Get a better understanding of the University.

Expected time commitment

On average, you will spend between 5-10 hours a week on this role. Some weeks will be more demanding than others.

Eligibility

Any matriculated postgraduate student of the University of St Andrews is eligible to nominate themselves for this position and vote in this race.