

SSC Postgraduate Society President

July - June, Part-Time, Voluntary

Aim

The role is to ensure postgraduates feel welcome in St Andrews and make the most of their time at the University.

Key responsibilities

What you will be doing:

- Provide leadership to the Postgraduate Society
- Be responsible for overseeing and managing the provision of services and social activities for postgraduate students
- Communicate regularly with the postgraduate student body
- Represent postgraduate students' interests to the Student Services Council
- Convene and chair the Postgraduate Society Committee meetings
- Organise regular collaborations with St Leonard's College to provide activities for the postgraduate community

How you will be doing it:

- Ensure the provision of social activities for postgraduate students over the summer
- Promote the Postgraduate Society to students during Fresher's Week
- Organise regular events for postgraduates during the year
- Liaise with postgraduate officers and presidents of other societies and subcommittees of the Students' Association, the Director of Education, Director of Student Development and Activities, and other elected officers, and staff of the Students' Association
- Write "The Sunday Postgraduate" in consultation with the Postgraduate Convenor
- Manage the postgraduate president email address, and Facebook page, responding to questions and providing pastoral care

Useful skills and characteristics

- Be in tune with St Andrews, its culture and quirks
- Have a wide outreach with the postgraduate community through societies and student life
- Be adaptable and communicative
- Have good organisational and time management skills
- Commitment, persistence, patience, and positivity

Skills you can expect to learn/develop

- Gain experience organising events and running meetings
- Develop your communication and liaison skills
- Gain experience in leading and supporting a diverse committee
- Having final responsibility for events

Expected time commitment

On average, you will spend 5-10 hours a week on this role, with larger time commitments required close to big events and key dates.

Eligibility

Any matriculated postgraduate student of the University of St Andrews is eligible to nominate themselves for the position of SSC Postgraduate Society President, as long as they are in good standing with the University and Students' Association.

Further questions

Please email the current holder of this post on pgpres@st-andrews.ac.uk if you have any questions about this role.