

# Postgraduate Research (PGR) Officer Role Profile

## About volunteering with SUSU:

A Postgraduate Officer works alongside the other Faculty Postgraduate Officers to work together to represent Postgraduates to the Union and the University and to hold regular social events for PGRs to feel part of a community.

In order to apply for the role, you must be a PGR student from the relevant faculty. When applying for this role you are confirming that you meet the eligibility criteria for the role.

We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

While volunteering with SUSU as our Postgraduate Research (PGR) Officer, your role in this mission is described below.

## Main Purpose of Role:

- 1) Representation of PGR students at University Level
- 2) Point of contact for PGR Students

## Main Responsibilities of the Role (but not limited to):

- Working with relevant Sabbatical Officer and Coordinators to facilitate SUSU's Postgraduate offer to students
- Work with the PG community to ensure that PGR Students are represented at all levels of SUSU and the University by gathering feedback
- Sit on relevant University boards for PGR related topics
- Advocating the PGR voice
- Advocating SUSU to PGR students

## Some of the university meetings you may be required to attend (but not limited to):

- Doctoral College Board
- Your Graduate Faculty Board
- PGR QME Subcommittee
- Education Committee

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## Where can you find guidance?

- *Sabbatical Officer:* [vpeddem@soton.ac.uk](mailto:vpeddem@soton.ac.uk)
- *Representation Team:* [representation@susu.org](mailto:representation@susu.org)

## How to nominate for the role:

In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

Log in to our website at [www.susu.org/elections](http://www.susu.org/elections) and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at [representation@susu.org](mailto:representation@susu.org)

## Time Commitment and Expectations:

There will be times throughout the year where you may be called on to help promote and spread awareness for SUSU campaigns. There will be key meetings that you must attend and you must attend relevant SUSU meetings.

If at any point you find that you are struggling to balance voluntary work with your studies we understand that your degree must come first. Please, come and speak to us and we will always try our best to make things easier.

Term of office: 1<sup>st</sup> July – 30<sup>th</sup> June

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## Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



### Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



### Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



### Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.