

Postgraduate Research (PGR) Officer

Role Profile

About volunteering with SUSU:

A Postgraduate Research (PGR) Officer works alongside the PGR Officers in other faculties to represent Postgraduate Researchers 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.

Main purpose of the role:

- 1) To represent PGR students from your faculty at University level.
- 2) To be a primary point of contact between SUSU and PGR students.
- 3) To attend PGR forums and other meetings relevant to PGR students.

Main responsibilities of the role

To represent PGR students from your faculty at University level

- To work with other PGR Officers, PGR Representatives, and the PGR community to ensure that PGR Students are represented at all levels of SUSU and the University.
- To co-chair faculty-level Student-Staff Liaison Committee (SSLC) meetings.
- To present the views of your peers to key academic and admin staff.

To be a primary point of contact between SUSU and PGR students

- To work with relevant Sabbatical Officers and Union Staff to facilitate SUSU's Postgraduate Research offer to students.
- To promote SUSU's PGR survey to your peers so we can consistently collect feedback from PGR students across the university.
- To organise and promote SUSU events and campaigns relevant to PGR students.

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To attend PGR forums and other meetings relevant to PGR students

- To sit on relevant University boards for PGR-related topics.
- To attend forums or meetings organised by your faculty, SUSU, or the Doctoral College.
- To organise social events to help improve the sense of community among PGR students.

Where can you find guidance?

- Sabbatical Officer: vpeducation@soton.ac.uk
- Representation Team: representation@soton.ac.uk

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 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@soton.ac.uk.

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 (e.g., PGR SSLC meetings, Faculty Committee 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: 1st July – 30th June

If you have any questions regarding the role and its responsibilities, please contact representation@soton.ac.uk.