City Students’ Union
Opportunity Profile

This opportunity profile is designed to give you an idea of what your position with the organisation will involve. It highlights the commitments, skills and benefits you can expect taking up the role.

Role: **Graduate School Officer**

Department: Executive Committee

Opportunity: To act as the primary representative for Postgraduate students for City University London Students’ Union, particularly students in the Graduate School and represent and campaign on issues particularly affecting those students, and make sure that their issues and concerns are a core part of the decision making of the Executive Committee and the Students’ Union

Benefits: Training & Development, skills development, some expenses, positive and creative working environment, teamwork.

Duties and Responsibilities: To provide feedback on various aspects of the University and the postgraduate student experience both to the University and to the Students’ Union. To act as the recognised spokesperson for students in the Graduate School concerning internal School matters. To attend appropriate University meetings, in particular to sit on University Senate, the Graduate School Committee and the City Communities Working Group. To attend the School specific other School level committees as requested. To meet with the Graduate School’s management (ideally the Dean) informally once a semester to promote a dialogue between the Union and the School’s management. To promote student representation within the Graduate School. To offer practical support and advice to Postgraduate Programme Reps at a local level (e.g. regular surgeries) and to liaise with them as needed in relation to matters arising at Student- Staff Liaison Committees. To actively use the network of Postgraduate Programme Reps to encourage a two way dialogue with the Students’ Union and University including collecting feedback and encouraging engagement in University and Union consultations. To liaise regularly with University staff at all levels, other Union Officers at City and nationally, NUS Officers and students on Postgraduate Issues. Organise Graduate School networking events, supported by the Students’ Union, as requested by Graduate School students. To make effective & appropriate use of your individual Graduate School Representative budget. To attend all part time officer training throughout the year. To contribute to the recognition of outstanding Postgraduate Programme Reps. To advocate and engage students in Students’ Union campaigns as set out by the Executive Committee. To sit on Union appeals panels when invited. To take an active role in Union decision making as a member of the Union Executive Committee & to attend Students’ Union Council.
Training and Support: The post holder will benefit with ongoing training through the year, including on things such as campaigning, communication, chairing and meeting management. The post is fully supported by professional staff within the Students’ Union and also works in collaboration with University staff.

Skills gained:

☒ Written Communication
☒ Teamwork
☒ Organisational skills
☒ Verbal Communication
☒ Time management
☐ Marketing
☒ Delegation
☐ Financial management
☒ Citizenship
☒ Decision making
☐ IT skills
☒ Community awareness
☒ Problem solving
☒ Leadership
☒ Cultural awareness
☐ Numeracy
☒ Networking
☒ Creativity
☐ Environmental awareness
☒ Project management
☒ Learn a new skill
☐ Other: Click here to enter text.

Time commitment: As the position is voluntary, we recognise that this position is held by students alongside their studies and make allowance for this. We would recommend allowing at least 2 hours a week plus time at meetings. There is administrative and Sabbatical help and support for all elected students to enable them to carry out their role effectively. The Post’s term is 12 months from July 2017.

Qualifications/ Experience Required: An interest in representing Postgraduate Students. Candidates should be a Postgraduate Research student in the Graduate School in 2017-18.

Method of appointment: Election

Venue: Northampton Square

Responsible to: Students’ Union Council

Operates alongside: The Executive Committee, Students’ Union Staff, University Staff.

For further information contact:
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