

PGA Executive

Doctoral Student Experience Rep

Description:

The Doctoral Student Experience Rep also plans and delivers events and activities that develop opportunities, contact and PGT issues, tie in with doctoral campaigns or enhance the doctoral experience, particularly around issues of equality, diversity and student community.

The Doctoral Student Experience Rep organises and co-ordinates issue-based campaigns that benefit doctoral students, both as Bath-based PGA campaigns, or collaborating on wider SU campaigns and national campaigns by NUS (National Union of Students) or other organisations, if these benefit doctoral students.

Duties and responsibilities:

- Attend PGA Executive Committee and report on any issues that enhance or impact the doctoral experience.
- Plan and co-ordinate doctoral events for the development of a postgraduate community that are not primarily social – such as research communication, issue-based or skills development.
- Plan and co-ordinate suitable doctoral campaigns based on appropriate knowledge and assessment of doctoral issues.
- Positively promote equality and diversity within the SU, University and wider doctoral experience.
- Work as part of the PGA Executive as a team member to help plan and deliver PGA events and campaigns.

Time Commitment:

One academic year minimum.

- 1 hour per month (for PGA Executive Committee).
- 30 mins per month preparation for PGA Executive Committee (reading minutes and agenda).
- 1 hour per month, during term time (for Equal Opportunities Steering Group).
- Appropriate planning and delivery time for doctoral campaigns.
- Appropriate planning and delivery time for PGA events.
- 1 hour, four times per year (for Equality & Diversity Network).
- Appropriate time for liaison with SU Officers and staff members, as well as the Doctoral College and other University contacts, and student groups such as Enable and LGBT+.

Supported by:

Postgraduate Officer (SU Officer)
Postgraduate Coordinator

Skills Gained:

Written communication	✓	Teamwork	✓	Committee work	✓
Verbal communication	✓	Time management	✓	Public speaking	✓
Delegation		People management		Event planning	✓
Decision-making	✓	Negotiation	✓	Planning	✓
<p><i>For further info contact:</i> Tim Stoneman Postgraduate Coordinator Engagement Centre (Norwood House 4.18) postgrads@bath.ac.uk 01225 385184</p>			<p><i>Website:</i> www.thesubath.com/pga/</p>		