

PGA Executive

Graduate Teaching Assistant (GTA) Rep

Description:

The GTA Rep will work to enhance the experience of Graduate Teaching Assistants (GTAs) at the University of Bath across a range of areas, including training, conditions and support.

Duties and responsibilities:

- Promote and develop the interests of GTAs at all levels of the University and SU.
- Collaborate with the PG Officer, PG Coordinator, SU Campaigns Rep, doctoral academic representatives and university contacts on the SU Top Ten campaign on GTAs.
- Liaise with doctoral academic representatives as appropriate on all GTA issues.
- Positively promote the aims and objectives of the PGA as it relates to doctoral students, particularly with the PGA's Doctoral Chair, Doctoral Student Experience Rep.
- Attend [University Doctoral Students' Committee](#) (UDSC) as a representative of doctoral students.
- Key role in planning and delivering campaigns to improve GTA experience (with Doctoral Student Experience Rep and SU Campaigns Coordinator).

Time Commitment:

One academic year minimum.

- 1 hour per month (for the PGA Executive committee meeting).
- 30 mins per month preparing for the PGA Executive committee meeting (reading minutes and agenda). Liaison with members of relevant Students' Union and University bodies, as appropriate.
- Planning and preparation time for PGA events and campaigns.

Supported by:

Postgraduate Officer (Student 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	✓

For further info contact:

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