

POSTGRADUATE PGT PRESIDENT ROLE

The PGT President serves as the democratically elected coordinator of all Postgraduate Taught Representatives across the university. They work closely with the Postgraduate Academic Convenor, PGR President, and PG Officers in order to enhance the postgraduate experience. The PGT President has a voting role on key University and Students' Association Committees, such as the Learning and Teaching Committee. The PGT President Chairs the PGT Forum to collect feedback from all PGT Representatives.

TIME COMMITMENT AND DETAILS

- Elected, voluntary position. One position for all PGT Students across the University.
- Line-managed by the PG Academic Convenor
 - (Collaborates with PG Officers, the PGR President, Faculty Presidents and other student Representatives)
- Estimated workload is 10-15 hours a week; dependent on meeting schedule
- Position serves from October through until the following September
- Option to serve partially or completely remotely

REQUIREMENTS

- Complete mandatory representative training
- Report regularly to the Postgraduate Academic Convenor (line manager)
- Chair the PGT Forum and attend the PG Academic Forum
- Stay up to date on information relevant to student representatives (from the University and the Students' Association)
- Keep notes of challenges, successes, issues solved, and critical information during your term to create documentation for future representatives
- Complete a formal handover report at the conclusion of your term

LINE MANAGING PGT REPS

- Ensure that all PGT Reps are fulfilling the duties required in their role description
- Host regular check-ins (one on one or group meetings) with PGT Reps
- Help PGT Reps set and achieve their goals
- Ensure equality of access to resources across Schools
- Educate, train, and empower PGT Reps who are not currently fulfilling their position requirements
- Ensure cohesion amongst PGT Reps and resolve disputes fairly
- Provide regular constructive feedback to PGT Reps, including positive recognition for achievements.

ELEVATE ISSUES

- Analyse problems reported by PGT Reps; make decisions about how best to report student opinions and requests to staff
- Work with University staff to implement changes based on PGT Rep and/or student feedback.
- Follow up regularly with University staff to ensure changes are being conducted.
- Manage conflicts of interest for PGT Reps; for instance, by stepping in to advocate on behalf of a student(s) where the PGT Rep is unable.
- Bring University-wide issues to the PG Academic Convenor and for discussion at the PG Academic forum when appropriate.

COMMITTEES AND BOARDS

- Chair the PGT Forum
- Attend the PG Academic Forum
- Attend the Learning and Teaching Committee (LTC)
- Attend the Education Subcommittee

ENGAGEMENT WITH STUDENTS

- Use access provided from Students' Association admin to introduce yourself to and check in with the students you represent at least once per semester
- Listen to student concerns brought forward by Reps; collate and analyse feedback; design solutions where possible
- Request feedback from Reps/students regularly and during all PGT Forums.
- Collate and analyse student feedback; make decisions about how best to report student opinions and requests to relevant staff
- Elevate issues affecting all PG students to the PG Academic Convenor and/or PG Officers as appropriate.
- Bring issues relevant to undergraduate students to the attention of UG Faculty President(s).
- Always reply to student inquiries and concerns in a timely manner (even if to refer them to another resource.)

REPORTING OUTCOMES

- Communicate outcomes/resolutions to the students who submitted the feedback
- Communicate outcomes/resolutions to PG Reps who may be affected by the changes
- Share outcomes of PGT Forums at PG Academic Forum and other committees and boards as appropriate

BENEFITS OF THE ROLE

- Improving the PG student experience at St Andrews
- Experience as a line-manager
- Administrative knowledge of the academic representation system and insight into the academic systems that make up your the University
- Develop skills, such as: Leadership, Teamwork, Communication, Problem Solving, Organising and Chairing Meetings, Conflict Resolution, Negotiation, Public Speaking
- Networking opportunities with PG representatives, academic/Students' Association staff

ELIGIBILITY CRITERIA

- Must be a currently enrolled Postgraduate Taught Student (PGT) at St Andrews;
- In good standing with the University and the Students' Association in terms of disciplinary matters;
- Will be an enrolled student until the end of the current academic year.

DIVERSITY AND INCLUSION

The Students' Association encourages students of all backgrounds to run for the role of PGT President. The Association strives to make sure a diverse range of voices is heard and all issues prevalent to students are represented.