



PGT PRESIDENT ROLE

TIME COMMITMENT AND DETAILS

- Elected, part-time paid position - £12.86 per hour, up to 16 hours per week
- Reports to Director of Education
- Collaborates with PGR President, Faculty Presidents and other student Representatives
- Oversees PGT Reps
- Position serves for one calendar year following election

ELIGIBILITY

- Must be a matriculated Postgraduate Taught Student (PGT) at the University of St Andrews
- Must be in good standing with the University and the Students' Association
- Must be an enrolled PGT until the end of the current academic year

ROLE REQUIREMENTS

- Complete mandatory PG President training
- Report regularly to the Director of Education
- Chair regular PGT Forums and attend the PG Academic forum
- Stay up to date on information relevant to student representatives (from the University and the Students' Association) and communicate with the postgraduates you represent
- Serve on designated University and Students' Association committees, boards, and decision-making groups
- 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



CORE RESPONSIBILITIES

OVERSEE 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 implemented
- 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 Director of Education and for discussion at the PG Academic forum as appropriate.

STUDENTS' ASSOCIATION COMMITTEES AND BOARDS

- Chair the PGT Forum associated with your position
- Attend the PG Academic Forum
- Attend meetings of the Student Representative Council (SRC)
- Attend the Students' Association's Education Subcommittee
- Attend meetings of the Education Executive team



UNIVERSITY COMMITTEES AND BOARDS

- Attend meetings of the University's Academic Senate
- Attend the Postgraduate Taught Committee
- Attend other University working groups, committees, and boards as available

ENGAGEMENT WITH STUDENTS

- Use access provided from the Students' Association to maintain regular contact with postgraduate students via email/message
- 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
- Refer issues to the Director of Education and other Students' Association Officers as appropriate
- Reply to student inquiries and concerns in a timely manner

REPORTING OUTCOMES

- Communicate outcomes/resolutions to the students who submitted the feedback through a variety of channels
- Communicate outcomes/resolutions to PG Reps who may be affected by changes made
- Share outcomes of PGT Forums at PG Academic Forum and other committees and boards as appropriate (e.g. through social media)