

ROLE DESCRIPTION

PGR STUDENT REP

ROLE OVERVIEW

The Post-Graduate Research Student Rep ensures the voices of the PGR students in their research group or discipline are heard and listened to.

You will collect views and opinions from fellow PGR students, including praise and concerns regarding all aspects of their research. This feedback will be used to create solutions and encourage positive change for your University of Exeter student experience.

DUTIES AND RESPONSIBILITIES

- Proactively seek out views and opinions from fellow researchers using a range of methods, including emails, social media, research group activities, and more.
- Attend briefings with the Student Voice team before and after relevant department and College meetings to share information, including providing agenda items for upcoming PGRLF meetings as requested.
- Chair regular Postgraduate Research Liaison Forum (PGRLF) meetings between students, the Director of Doctoral Studies / DPGR, and other staff members.
- Keep your students up to date on what is happening due to their feedback by providing summaries of meetings you have attended.
- Work with the College's PGR Support team and your PGR College Chair to arrange and coordinate reports and papers before and after the PGRLF meetings.
- Represent the PGR students within your discipline at other department, College and University-wide meetings and reviews.
- Work with department staff outside of meetings to develop solutions to issues raised by students and bring about positive change.
- Work with the other PGR reps in your College to discuss wider student issues and encourage engagement with the Student Representation recruitment process.
- Meet regularly with your Doctoral College Officer and the VP Education to discuss, negotiate and complete actions arising from student views and opinions.
- Foster and maintain good working relationships with everyone, including fellow student reps and officers, to ensure everyone is represented and respected.
- Complete the required PGR Rep training and induction sessions.

TIME REQUIRED

Maximum of 60 hours. This averages at 1-2 hours per week across the year.

If you are having trouble managing your workload and are significantly exceeding this average, please get in touch with the Student Voice team.

Please note the 60 hours maximum volunteering applies to all representative roles combined. You cannot hold an Officer position at the same time as this role.