

POSTGRADUATE RESEARCH STUDENTS' OFFICER 2014 – 2015

PART-TIME, PAID POSITION

AIM:

To represent postgraduate research students

KEY RESPONSIBILITIES

What you will do

- Represent research students at LSE
- Ensure research students' views are being heard and acted upon at all levels of LSE
- Work with the School on the issues that postgraduates at LSE care about
- Plan campaigns, events and projects for postgraduate students

How you will do it

- Regularly communicate via online channels and face-to-face with research students
- Work closely with the Sabbatical Officers and other members of the Executive Team
- Attend relevant LSESU meetings
- Develop and sustain a good working relationship with School staff
- Attend relevant School meetings

BENEFITS

- Help shape the future of LSE and LSESU
- Improve support and advice for research students
- Develop your communication, organisation, event planning, teamwork and leadership skills
- A great title on your CV
- Opportunities to meet other students
- Access to additional training as requested
- Paid position, including paid holiday

PAY AND CONDITIONS

- Salary: £26,500 pro rata
- Hours: approx 1 day per week
- You will be required to attend training
- Apart from various pre-arranged meetings it will be up to you to decide what needs to be done and when you will do it
- The role is flexible to fit around your other commitments

USEFUL CHARACTERISTICS

- Must be a postgraduate research student
- Previous member of a committee, or club or society
- Passionate about making LSE better

TRAINING AND SUPPORT

LSESU staff and Sabbatical Officers will support you in your role and you will also receive:

- Welcome Booklet
- Introductory training
- 1:1s with the Engagement Coordinator to determine your priorities and training requirements
- Regular 1:1s, office space and support via email and phone
- Opportunity to attend further internal and external training

HOW TO NOMINATE YOURSELF

- Online at www.lsesu.com/elections
- Nominations open: 10am, Monday 13th October
- Nominations close: 5pm, Monday 20th October
- Voting: between 10am, Wednesday 29th October and 7pm, Thursday 30th October

ANY FURTHER QUESTIONS

- Please email Laura Burley on L.A.Burley@lse.ac.uk
- Drop into the Activities Resource Centre in the Saw Swee Hock Student Centre between 10am and 6pm, Monday to Friday
- Come along to a 'Thinking Of Standing?' session or a candidate information session (visit www.lsesu.com/whatson for more details)