

POSTGRADUATE STUDENTS' OFFICER 2014 – 2015

PART-TIME, PAID POSITION

AIM:

To represent postgraduate students at LSE

KEY RESPONSIBILITIES

What you will do

- Represent postgraduate students at LSE
- Be an active member of the Student Executive Committee and Student Council
- Ensure student 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 Course Reps and other students
- Work closely with the Sabbatical Officers and other members of the Executive team
- Attend Student Executive Meetings and other 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 postgraduate students
- Develop your communication, organisation, event planning, teamwork and leadership skills
- Looks great on your CV
- Paid position, including paid holiday
- Meet other students
- Opportunity for additional training

PAY AND CONDITIONS

- Salary: £26,500 pro rata
- Hours: approx 2 days 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 student
- Previous member of a committee, or involved with a 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

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)