

# PhD Officer\*

Part-time, 1-year fixed term contract | Voluntary role

July 2019 to June 2020 \*Postgraduate Research Students Officer



**Are you ambitious? Looking for a new challenge? Do you want to improve the PhD student experience at LSE?**

Nominate yourself to be the next PhD Officer: visit [lseyu.com/elections](https://lseyu.com/elections) by 3pm, Thursday 7<sup>th</sup> March.

## **Responsibilities:** **How you'll do it:**

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| <ul style="list-style-type: none"><li>• Campaign on issues that affect PhD students</li><li>• Ensure that their views are heard at all levels of LSE and LSESU</li><li>• Run events for your PhD students throughout the year</li><li>• Work with groups such as GTAs and the PhD Academy to improve the provision of services for PhD students</li></ul> | <ul style="list-style-type: none"><li>• Set and carry out annual objectives</li><li>• Attend one-to-ones with relevant LSESU staff once a month, and remain in regular contact through email/phone between meetings</li><li>• Attend executive meetings and UGMs, or send official apologies if this is not possible</li><li>• Communicate and collaborate with the Sabbatical Officers where necessary</li><li>• Communicate your work to students both in person and using the LSESU social channels</li></ul> |
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## **Why run?** **Training and support:**

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| <ul style="list-style-type: none"><li>• You'll help shape the future of LSE and LSESU</li><li>• You wish to champion a group of students whose voices are often not heard during their time studying at LSE</li><li>• You want to make changes at LSE and LSESU to ensure PhD students have a positive experience during their time at both institutions.</li><li>• You'll gain experience working in the third sector</li><li>• Develop your communication, organisational and leadership skills</li><li>• Your chance to act on something you're passionate about</li><li>• Make a long-lasting impact on student life at LSE</li><li>• Looks great on your CV</li></ul> | <p>LSESU staff members are here to support you throughout your time in your role. You'll develop transferrable skills throughout your time working with us.</p> <ul style="list-style-type: none"><li>• Project management</li><li>• Negotiation skills</li><li>• Individual training to suit your needs</li><li>• Opportunities to attend conferences and external training</li><li>• Successful chairing skills</li><li>• Public speaking</li><li>• Budgeting skills</li></ul> |
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## **Time commitment:** **Any questions?**

Hours are part-time but flexible, accountability and executive committees are compulsory meetings.

Email Rhodri Roberts, Engagement Co-ordinator, at [r.roberts3@lse.ac.uk](mailto:r.roberts3@lse.ac.uk) or the current PHD Officer at [su.phd@lse.ac.uk](mailto:su.phd@lse.ac.uk).