Postgraduate Students Officer

Represents Postgraduate level students. Running campaigns, supporting students and acting as a source of information, they work with other Officer to ensure the needs of specific groups of students are met while protecting and extending equality for all who self-define or identify with the role.

Responsibilities of the Postgraduate Students Officer

The Postgraduate Students' Officer(s) will be responsible for:

1. Representing Postgraduate students on matters relevant to them.
2. Co-ordinating and leading campaigns on matters relating to the needs of Postgraduate students (where appropriate)
3. Acting as a source of information and point of contact for Postgraduate students.
4. Advising Undeb Aberystwyth on ways it can improve its work in line with the needs of Postgraduate students.
5. Working with students, full-time officer and officers across Wales and the UK to ensure the needs of Postgraduate students are represented and further the aims of the Postgraduate Students' Campaign.

Responsibilities of all Volunteer Officers

1. To attend all appropriate Undeb Aberystwyth and University meetings including Senedd Meetings and Forums.
2. To act in a professional and appropriate manner always.
3. To ensure that all decisions and actions are taken in line with the Undeb Aberystwyth constitution and current Undeb Aberystwyth policy.
4. To be prepared to report on the progress of the work under their remit.
5. To regularly meet and liaise with relevant Officer Trustees and staff members.
6. To attend relevant meet and greets throughout the year.

7. To attend all training relevant to their role.

The Volunteer Officer (also referred to as “Part-time” Officer) Portfolios are not intended to be exhaustive list of the procedures and tasks carried out by the officer(s). It does however set out the main expectations of Undeb Aber in relation to the post-holder’s duties and responsibilities.

For more information: Check out our constatation