

# Vice President Postgraduate Education and Access

**Salary: £25,640**

## **TERM IN OFFICE**

30/06/2023 - 27/06/2024

## **HOLIDAY**

24 days

+ 6 Fixed Closure Days

+ 8 Public Holidays

The Vice-President Postgraduate Education and Access represents postgraduate students to the University, and external audiences. They lead on work including policy-making, campaigning and lobbying work, in conjunction with other Officers, by using such vehicles as are appropriate to improve the educational experience of all Student Members at the University of Oxford. They work to ensure that, regardless of background, the best and brightest students apply to study at the University of Oxford. They are a Sabbatical Trustee and play a key role in the relationship between Student Council and the Trustee Board.

## **AREAS OF RESPONSIBILITY**

- To be a Sabbatical Trustee and play a key role in the relationship between Student Council and the Trustee Board.
- Support the committees of Oxford SU Campaigns
- To represent students, in particular graduate students, to the University, and external audiences as appropriate.
- To represent the following subgroups of students at all levels of study: international students; mature students; part-time students; student parents and carers.
- To work with postgraduate course and Divisional Board representatives.
- To support graduate Common Room presidents, including by coordinating Graduate Presidents' Committee (twice a term), and maintaining the relevant mailing lists.
- To facilitate Graduate and subsequent categories Orientation events.
- To campaign, lobby, and make policy on graduate issues at the University of Oxford - academic and welfare.
- To run and deliver projects arising from manifesto pledges and team priorities.

## **KEY UNIVERSITY STAKEHOLDERS**

- Education Policy Support, including Pro-Vice-Chancellor (Education)
- Research Services, including Pro-Vice-Chancellor (Research & Innovation)



## UNIVERSITY COMMITTEES

- Council
- VC Nomination Committee
- Education Committee (EdC)
- Quality Assurance Working Group (QAWG)
- Curators of the University Libraries
- Joint Student Number Planning Sub-Committee
- Joint Subcommittee of the Education Committee with Student Members
- Student Wellbeing Subcommittee
- Research and Innovation Committee
- Graduate Admissions Committee
- Graduate Admissions Officers Subgroup
- Quality Assurance Subcommittee
- Research Degrees Panel
- Taught Degrees Panel
- Graduate Committee (Conference of Colleges)
- Graduate Access Working Group
- Divisional Groups (as required)
- Education Steering Group
- Graduate References Group
- Graduate Selection Group
- UNIQ+ Group
- Bodleian Transformation Strategy Group
- AAD Student Experience Group
- Race Equality Task Force (RETF)
- RETF Student Issues Working Group
- Graduate Application Fee Working Group
- Divisional Library Groups (As required)

## KEY SU STAFF SUPPORT

- Policy and Change Coordinator
- Student Engagement team
- Communications Manager

## KEY SKILLS YOU WILL DEVELOP

- Project planning
- Management
- Campaign management
- Being an effective representative (on committees and to various stakeholders with tools such as consultation and data collection)
- Negotiation and assertiveness
- Organisation and time management skills
- Presentation and public speaking skills
- Effective use of social media
- Engagement with the press
- Working independently or as part of a team.