

## **Vice President Graduates**

**Salary: £20,836**

TERM OF OFFICE:

30/06/19 - 27/06/20

HOLIDAY:

24 days

+ 6 fixed closure days

+ 8 public holidays

The Vice-President Graduates represents Graduate students, to the University, and external audiences. They lead in policymaking, campaigning and lobbying work, in conjunction with other Officers, on graduate issues at the University of Oxford, and act as focal point for organising Oxford SU work for Graduates. They are a Sabbatical Trustee and play a key role in relationship between Student Council and the Trustee Board

### **Sabbatical Trustee 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 the International Students' and Mature Students' Orientation events.
- To campaign, lobby, and make policy on graduate issues at the University of Oxford, particularly in the areas of: graduate academic affairs; research and innovation; graduate accommodation; graduate admissions and funding.
- 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
- 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 Student Administration & Procedures Group
- Quality Assurance Subcommittee
- Research Degrees Panel
- Taught Degrees Panel
- Intellectual Property Advisory Group (IPAG)
- Graduate Committee

### **Key SU staff support**

- Education Policy Coordinator
- Head of Student Engagement and Communications
- Communications and Campaigns Manager

### **Key skills you will develop in your role**

- 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

### **In this particular role, you will also gain:**

- In-depth knowledge of university structures, the UK Higher Education sector, and government educational policy
- In-depth understanding of issues and barriers facing non-traditional and underrepresented groups of students in Higher Education
- In-depth understanding of issues and barriers facing non-UK students.