

LSU Postgraduate Committee – Vice Chair

This profile is designed to give you an idea of what your voluntary work will involve. It highlights the commitments and skills relevant to the role

Time Commitment

Varying throughout the year with an average of 2-3 hours a week.

Duties & Responsibilities

- Assist the Postgraduate Executive Officer in the development and engagement of the postgraduate community
- Support the rest of the committee members where required
- Ensure committee meetings are run smoothly, effectively minuted and circulated
- Chair meetings in the absence of the Postgraduate Executive Officer
- Take a lead on promoting and communicating events and initiatives by the committee.
- Act as a student ambassador and represent a diverse range of postgraduate students

Ideal Skills & Qualities

- Teamworking ability and leadership skills
- Strong communication skills and ability to communicate on multiple platforms
- Motivated and driven with good organisational skills
- Administrative and IT skills
- Ability to balance tasks and prioritise effectively
- Creative thinking and imaginative mind-set to adapt to the needs of different student demographics

Training and Support

- Postgraduate Committee Training
- Support from Union staff and members of the Executive team.

For further information, contact:

Postgraduate Executive Officer at postgradeo@lsu.co.uk