



Vice President  
Academic

# ROLE DESCRIPTION

**GSA ELECTIONS  
2019**



Graduate  
Students'  
Association  

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UNIVERSITY OF YORK

**YORKGSA.ORG/ELECTIONS**  
**#GSAELECTIONS**

# VP: ACADEMIC

**START DATE** September 2019

**MINIMUM COMMITMENT** Full time - 37.5 hrs per week with some evening and weekend commitments.

**REMUNERATION** £18,500 per annum

## WHO CAN STAND FOR THIS ROLE?

All postgraduate students studying at the University of York may stand.

## WHAT DOES THE JOB ENTAIL?

The GSA Officers will work as part of a small, dedicated team to represent York's postgraduate students to the University and external stakeholders, ensuring the needs and views of postgraduates are considered in relevant decisions.

You will be responsible for ensuring the academic needs of postgraduate students are taken into consideration by the University when making decisions and ensure the University are aware of developing trends in the postgraduate community. You will be responsible for planning and running the GSA's academic campaigns.

You will also support the works of postgraduate course reps and faculty reps and ensure issues raised are fed back to the University. You will be expected to take a proactive approach to the role, including leading change through proposing new policy where needed.

You will also be a Trustee of the Association and have significant, and shared, budgetary responsibility.

**PLACE OF WORK:** The Graduate Students' Association, The University of York, Heslington, York, YO10 5NG. The post may require some minimal travel within the UK.

**BENEFITS :** 30 days per year (pro-rata) holiday

**DURATION OF POST :** 1 year post, with possibility of extension for a 2nd year on election

# DUTIES

## GENERAL DUTIES

- To represent the views, needs and interests of postgraduate students at university and GSA committees
- To provide high levels of representation for all postgraduate students
- Provide feedback from postgraduate students for key stakeholders in the university, the local and national community
- To proactively engage in raising awareness of postgraduate issues by talking to students
- To research, create, write and propose policy or strategy
- To work collaboratively with other officers to represent the interests of all postgraduates
- To attend relevant University meetings
- To support the running of postgraduate welcome week and other relevant induction activities
- To support, promote and attend events run by the GSA throughout the year
- To be an active member of the GSA Council and other relevant GSA structures
- To provide a high level of constituent care, including being non-judgmental and open-minded approach to representation and support and being considerate of the views of others at all times
- To act as a responsible Trustee and Director to the organisation
- To act as a signatory on the GSA bank account and manage relative budgets in agreement with the CEO and other GSA officers
- To provide timely updates and feedback to all stakeholders, including postgraduate students, fellow officers, GSA staff and University staff as required
- To support, where required, relevant GSA student networks
- To co-ordinate, alongside other officers, campaigns undertaken by the GSA
- To signpost stakeholders to relevant services and provisions
- To act at all times as an ambassador for the postgraduate student body and for the GSA
- To actively uphold the principles of the GSA's Code of Conduct for officers
- To take an active role in the GSA's campaigns, activities and research
- To actively engage in the compiling of GSA led reports
- To support with the running of GSA led campaigns and events
- To attend university and other stakeholder events as an ambassador of the GSA
- To ensure proper preparation is made to represent students at university committees
- To write detailed handover notes for the next elected officer

This list is not exhaustive

# DUTIES

## SPECIFIC DUTIES:

- Leads on overseeing academic policy within the GSA and representing students accordingly.
- To ensure the GSA addresses academic issues affecting the quality of education received by the membership, and to work to raise awareness of those issues and gather feedback from the membership where appropriate
- To ensure the GSA inputs and influences the academic resources provided by the University for members
- To work closely with members of the University Executive Board as well as other stakeholders to ensure that all new academic policy and decisions are taken with an understanding of the postgraduate's view and ensuring coherence on policy where possible
- To support the library and academic departments in the development and promotion of academic related activities and projects
- To work with the GSA to encourage members to fill in relevant educational surveys such as the PTES and PRES and to ensure the GSA and University acts on the feedback received from its students
- To work with the relevant staff to keep the GSA informed of current issues in Higher Education and where necessary liaise with the relevant bodies such as the Office For Students (OFS)
- To ensure the University is supporting distance learners and to attend relevant distance learning committees
- To build networks within the University by working with departmental staff, including Graduate Board of Study Chairs
- To support the GSA Council with their activities (Faculty Reps)
- Coordinate and support the postgraduate faculty and course reps including convening regular faculty forums and course rep training
- Provide feedback from postgraduate students for key players in the university on academic matters
- Assisting the University with departmental reviews, ensuring postgraduates are receiving quality teaching, supervision and support, where required

This list is not exhaustive

## TRUSTEE DUTIES:

- To ensure the GSA complies with and fulfils its legal obligations
- To contribute to the development and implementation of the GSA's strategic plan
- To engage in collective decision-making regarding resources and finances of the GSA, ensuring financial stability
- To ensure that staff of the GSA are well-supported and supervised so that they may do their job efficiently and effectively
- To ensure that all decisions taken are in the interest of postgraduate students and will not harm the image or reputation of the GSA

This list is not exhaustive