



TU Dublin SU - Representation Team

TU DUBLIN STUDENTS' UNION OFFICER POST DESCRIPTIONS



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3. Part-time Officers

PART-TIME OFFICER POSTS DESCRIPTION

1 Year Term of Office – July 1st, 2024, to June 30th, 2025

The Part-time Officers must be current students for the duration of their term of office. These positions are taken up on a part-time basis alongside their studies. These are paid positions where the officeholder will normally work up to 6 hours per week, and they are paid according to the living wage guidelines, which are currently €14.80 per hour.

3.1 Postgraduate Officer (Part-Time) via election

The main responsibilities of the Postgraduate Officer include:

- Representing and advocating for postgraduate and research students as a member of the Governing Body and Academic Council of the University.
- Electing Class Representatives for taught postgraduate programmes.
- Promoting and recruiting representatives for the Research Programme Committee and devising ongoing activities to increase engagement with postgraduate students.
- Organising events and campaigns on issues relevant to taught postgraduate and research students.
- Working on motions and policies set by Student Council and reporting their work to Council.

Candidates for the position of Postgraduate Officer must be registered on a postgraduate programme or as a research student for the duration of their term of office.

3.2 Gender Equality Officer (Part-Time) elected by Student Council

The main responsibilities of the Gender Equality Officer include:

- Campaigning and lobbying on gender equality issues in line with their agreed political platform.
- Improving engagement with and involvement in Union activity from students of all genders and none, at Student Council and the Executive.
- Liaising with relevant societies, including by collaborating on events and campaigns.
- Lobbying for equality of opportunity and gender equality within the University environment
- Holding the Full-Time Officers, especially the Vice President for Welfare & Equality, accountable for their work in Gender Equality and ensuring that they work on ongoing and emerging issues related to this area.
- Bringing motions/policies on Gender Equality forward to the Executive and for consideration at Student Council.



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3.3 Sustainability Officer (Part-Time) elected by Student Council

The main responsibilities of Sustainability Officer include:

- Campaigning actively for a greener campus by engaging with relevant stakeholders and to raise awareness of environmental issues among the student body.
- Membership of the TU Dublin Green Campus Committee, ex officio.
- Working with the Union and University to promote engagement in campus environmental projects.
- Liaising with relevant societies, including by collaborating on events.
- Developing Union policy and mandates on issues related to sustainability.
- Holding the Full-Time Officers, especially Vice President for Welfare & Equality and Campus Vice Presidents, accountable for their work in this area.

3.4 ACCESS Officer (Part-Time) elected by Student Council

The main responsibilities of the ACCESS Officer include:

- Representing TU Dublin ACCESS students on relevant university and national committees.
- Advocating on behalf of TU Dublin Access students and those who came to college through other non-traditional access routes.
- Working with the TU Dublin ACCESS services to enhance the university experience of its students.
- Developing Union policy and mandates on issues that relate to ACCESS policy.
- Holding the Full-Time Officers, especially Vice President Academic Affairs, accountable for their work in this area.

3.5 Mature Student Officer (Part-Time) elected by Student Council

The main responsibilities of the Mature Student include:

- Advocating for mature students in relation to their education and welfare needs and experiences within TU Dublin structures.
- Promoting the services of the Union to mature students to increase their engagement.
- Developing Union policy and mandates on issues that enhance the student experience of Mature Students.
- Holding the Full-Time Officers accountable for their work on behalf of Mature Students.

3.6 International Student Officer (Part-Time) elected by Student Council

The main responsibilities of the International Student Officer include:

- Ensuring that International Students are aware of the supports and services provided by the Union and the University.



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- Encouraging the involvement and engagement of international students in all aspects of Union activity to enhance the experience of this student cohort.
- Fostering productive links with all organisations representing international students within the University.
- Liaising with the University's International Office and other relevant fora to support international students.
- Developing Union policy and mandates on issues that relate to International Students.
- Holding the Full-Time Officers accountable for their work in advocating for International Students.
- Creating links with relevant TU Dublin Societies, including collaborating on policy and events.

3.7 Gaeilge Officer (Part-Time) elected by Student Council

The main responsibilities of the Gaeilge Officer include:

- Promoting the use of the Irish language in the Union and the University as a day to day means of communication.
- Campaigning to have bi-lingual signage displayed across the campus.
- Lobbying to increase the availability of Irish language courses for TU Dublin students.
- Developing Union policy and mandates on issues that relate to Gaeilge.
- Holding the Full-Time Officers accountable for their work with Gaeilge.
- Liaising with relevant societies, including by collaborating on events.

3.8 Ethnic Diversity Officer (Part-Time) elected by Student Council

The main responsibilities of the Ethnic Diversity Officer include:

- Raising awareness of the diversity of all students in the Union and University. This diversity includes, inter alia: race, ethnicity, culture, and religion.
- Increasing the participation of cultural and ethnic minorities in the Union and all aspects of university life.
- Developing Union policy and mandates on issues that relate to Ethnic Diversity.
- Holding the Full-Time Officers, especially the Vice President for Welfare & Equality, accountable for their work around Ethnic Diversity.
- Liaising with relevant societies, including by collaborating on events.

3.9 Disabilities Officer (Part-Time) elected by Student Council

The main responsibilities of Disabilities Officer include:

- Promoting and advocating for the integration of students with disabilities into all aspects of the University environment to enhance the experience of this student cohort.
- Ensuring that all Union events are wheelchair accessible to all, as far as is practicable.
- Advertising the services of the Union to students with disabilities.



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- Maintaining good relations with societies promoting disability rights within the University.
- Developing Union policy and mandates on issues that relate to disability and the provision of equal access across TU Dublin.
- Holding the Full-Time Officers, especially the Vice President for Welfare & Equality, accountable for their work for students with disabilities.
- Liaising with relevant societies, including by collaborating on events.

3.10 LGBTQ+ Rights Officer (Part-Time) elected by Student Council

The main responsibilities of LGBTQ+ Officer include:

- Advocating for and defending the rights of LGBTQ+ members of the Union and enhancing the university experience of this student cohort.
- Developing Union policy and mandates on issues that relate to LGBTQ+.
- Holding the Full-Time Officers, especially the Vice President for Welfare & Equality, accountable for their work in the field of LGBTQ+ and ensuring that they work on issues related to the field.
- Liaising with relevant societies, including by collaborating on events.

3.11 Placement Officer (Part-Time) elected by Student Council

The main responsibilities of the Placement Officer include:

- Advocating for placement students in relation to their educational and welfare needs and experiences within TU Dublin structures.
- Campaigning and lobbying on issues faced by placement students, both locally and on a national level where possible.
- Improving the engagement and involvement of placement students within Student Council, other democratic Union structures and within general Union activities.
- Developing Union policy and mandates on issues that seek to enhance the student experience for placement students.
- Holding the Full-Time Officers, especially the Vice President for Academic Affairs, accountable for their work in this area.