

ASSOCIATE SECRETARY FOR STUDENT ASSOCIATE MEMBERS
OF THE PHILOLOGICAL SOCIETY

Advert and Job Description

The Associate Secretary for Student Associate Members represents more than 200 student associate members of the Society, helps the Society to engage with and support this membership group as best and efficiently as possible, and advises the Council of PhilSoc on matters relating to student associate members.

The post is open to current student associate members of the Society who have been a member for at least one year, and it is envisaged that the successful candidate would be a PhD student who would complete their PhD during their term of office which will last as long they remain a student (or three years whichever is the shorter).

The post is not remunerated but travel expenses are paid to attend meetings.

The main elements of the post are to work in collaboration with the other officers of the Society:

- (a) to give a voice to student associate members and their concerns;
- (b) to advise Council on matters relating to student associate members and to attend meetings of Council if appropriate
- (c) to contribute to developing postgraduate activities (e.g. conferences, workshops, etc.) in conjunction with the Society's Outreach Committee;
- (d) to employ social media (at present esp. Facebook and X) to advertise and broaden the range of PhilSoc activities and by contributing to the PhilSoc blog (blog.philsoc.org.uk) working with Dr Robin Meyer who administers the PhilSoc website.

Applicants should send a brief CV (no more than one A4 page including the contact details of their PhD supervisor) and a covering letter (indicating what they may bring to the role) as a single attachment to the Honorary Secretary of the Society, Prof. Paul Russell, at secretary@philsoc.org.uk by 1 September 2024.

Any questions should be directed at the current incumbent at joshua.booth@ling-phil.ox.ac.uk.