Doctoral School Administration Team

Vacancy
Doctoral School Manager
(Recruitment & Funding)

- Managing the Doctoral School Recruitment & Funding Team
- Managing the techne DTP
- Ensuring the delivery of efficient and effective services to PGR students and colleagues

Carol Hughes
techne DTP Senior Admin Officer

- Administration of the techne DTP, including producing marketing materials, administering the selection process and co-ordinating the annual calendar of meetings of events

Jane Coller
Doctoral School Recruitment & Scholarships Officer

- Supporting applicants and academics with the PGR recruitment process
- Administering competitions and allocations for College and externally-funded research degree Scholarships

Emma Ward
techne DTP Training Officer

- Organising training events for the techne student cohort and support the work of the techne Training Group
- This includes the conflux and the NPIF training events

Ally Williams
Doctoral School Recruitment & Scholarships Officer

- Supporting applicants and academics with the PGR recruitment process
- Administering competitions and allocations for College and externally-funded research degree Scholarships
# Doctoral School Administration Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibilities</th>
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| **Alex Borrett**   | Doctoral School Manager (Operations & Student Experience) | - Managing the Doctoral School Operations team  
- Ensuring the delivery of efficient and effective services to PGR students and colleagues supporting the PGR student journey |
| **Nisha Patel**    | Doctoral School Programme Administration Manager | - Ensuring the delivery of all processes related to the PGR student lifecycle  
- Acting as the key point of contact for extension and suspension of regulation request for PGR students |
| **Laura Christie** | Doctoral School Training & Development Manager | - Managing and run the Researcher Development Programme  
- Supporting the development of the PGR community through communications and events |
| **Jo Barrs**       | Doctoral School Admin Officer               | - Administering the research degree exam process  
- Monitoring the engagement of PGR students  
- Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
- School liaison for Business & Management & EPMS |
| **Tracey Jeffries**| Doctoral School Admin Officer               | - Administering the research degree exam process  
- Monitoring the engagement of PGR students  
- Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
- School liaison for Life Sciences & the Environment |
| **Laura Shoulder** | Doctoral School Communications Officer      | - Monitoring and updating the Doctoral School microsite  
- Running communications campaigns for PGR students including the monthly ‘dates for the diary’  
- Supporting College events for PGR students |
| **Faiza Akram**    | Doctoral School Admin Assistant             | - Administering the annual review and upgrade process  
- First line advice and referral for students  
- Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
- School liaison for Law & Social Sciences |
| **Laura Ventura Nieto** | Doctoral School Admin Assistant            | - Administering the annual review and upgrade process  
- First line advice and referral for students  
- Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
- School liaison for PDA & EPMS |
| **Daniel Trigg**   | Doctoral School Admin Assistant             | - Administering the annual review and upgrade process  
- First line advice and referral for students  
- Supporting academic colleagues and students in answering queries on the PGR student lifecycle  
- School liaison for Humanities |