How can I build my academic portfolio during my PhD?

Look for opportunities to increase your networks and expand your skills and experience in the key areas of teaching, research and service.

**Teaching**

- Seek out opportunities to tutor/demonstrate in units in your program
- Offer to write a tutorial or do the photocopying for your Unit Coordinator
- Offer to guest lecture in your topic area
- Offer to run lectures for an academic that will be overseas during the semester
- Seek out unit coordination opportunities e.g., over summer semester or when an academic is on sabbatical
- Use technologies (e.g., YouTube, GoSoapBox, Padlet) and activities to enhance your approach to teaching
- Offer to mark exams, assignments or theses (e.g., honours theses)

**Research**

- Attend conferences and present your research
- Look for opportunities to collaborate and network with other researchers
- Look for opportunities to supervise students e.g., QUT VRES or honours students
- Seek out opportunities to gain grant writing experience
- Apply for small grants (e.g., $500 grants that may be offered through your School/Faculty)
- Publish your research

**Service**

- Be a postgraduate representative on a QUT committee
- Offer to chair a research stream at a conference
- Join a conference organising committee (e.g., IHBI Inspires)
- Look for opportunities to develop materials for units or rewrite/redesign units
- Participate in your professional body and promote your profession to the community
- Offer to review papers/abstracts for upcoming conferences
- Mentor other students e.g., honours or masters students
- Offer to review a book chapter in your unit’s textbook

**Other things you can do**

- Know where your skill gaps are and seek opportunities to fill them
- Know what units are offered in your program and which units you are comfortable teaching
- Let people know you are wanting experience and directly approach academics
- Know the priorities of your School/Faculty/University; know how your research fits into those priorities
- Have an up-to-date LinkedIn and ResearchGate profile and CV
- Find a mentor; talk to early career academics and seek their advice on how to pursue an academic career
- Look for training programs offered to QUT sessional staff and academics to enhance your knowledge and experience
- Book an appointment with a QUT Postgraduate Career Counsellor to help you set some goals, expand your opportunities, market yourself and enhance your employability [www.careers.qut.edu.au](http://www.careers.qut.edu.au)