

Student Academic Reps



Institute Representatives

Role description

Worcester Students' Union and the University of Worcester seek outgoing, capable and committed Student Academic Representatives (StARs) within each Institute to become Institute Representatives each academic year.

Institute Representatives are normally drawn from the pool of existing StARs and are, for undergraduate courses, normally in their second or third year of study.

Institutes may seek nominations for the roles and suitable candidates may then be elected through a ballot of StARs. It is acknowledged that Institutes may have particular requirements and specifications, so a flexible approach may be adopted, provided the principle that students should have a say in who represents them is maintained.

Time and Commitment (average over period of office): 2 hours per week.

Accountable to: Vice President Education and Welfare and Head of Institute

Overview:

Your role is to be a student representative for your Institute, to act as a channel of communication between StARs in your Institute, the Students' Union, your Institute Board and the University and to undertake other duties as listed below. You will be supported by a member of staff in the Students' Union and will receive training and day to day support from the SU.

Opportunities and benefits:

You will have the rewarding opportunity to contribute to and have a positive impact on the student experience within your Institute; increase your confidence by working with a broad group of people and gain a valuable insight into the inner workings of your Institute; gain experience of working on academic issues and learn and develop excellent transferable skills to enhance your CV. For this, you will receive an allowance of £300 per year for your commitment, subject to completion of brief termly reports to the SU.

Institute Representatives will be expected to share the workload and together you will be responsible for:

Meetings

- Arranging and chairing at least one meeting per semester of StARs in your Institute, providing a forum for feedback and the discussion of issues relevant to the student learning experience;
- Attending Institute Boards and, where possible , Institute Quality Committee and/or Learning and Teaching, and/or arranging for student representation on these and other Institute committees/working groups;
- Attending the SU's Academic Affairs Committee, chaired by the Vice President Education and Welfare;
- Attending other feedback events where necessary and subject to other commitments you may have.

Relationships

- Regular communications with your Institute's designated co-ordinator for StARs
- Regular communications with the Vice President Education and Welfare
- Regular communications with the Membership Services Manager in the Students' Union

Activities

- Helping to promote the Student Academic Representative System
- Promoting National and Annual Student Surveys to support the University and the SU in meeting student needs.
- Helping the Students' Union to compile feedback reports on the issues StARs are raising in your area.

Training

- You will need to attend a compulsory training session on your new role
- You will be asked to help the Students' Union to deliver training to StARs

General

- Assisting and, if necessary, standing in for your fellow Institute Representative(s)
- Through negotiation, supporting your academic Institute and/or the University in a range of other activities related to improving the student learning experience.

For more information or an informal chat, please contact Sam Lewis, Vice President Education and Welfare on samuel.lewis@worc.ac.uk or call 01905 543210