

Student Rep Job Description:

ABOUT THE ROLE:

Student Reps are elected by other students within a specific course to represent the views, experiences, and interests of their course peers. Student Reps play a vital role in ensuring the student voice is heard at course, faculty, University, and SU level.

Working closely with Course Leaders, the University's senior leadership team, and the SU, Student Reps help shape the student experience by celebrating what works well, identifying opportunities for improvement, and contributing to positive change across the University.

KEY RESPONSIBILITIES:

As a Student Rep, you are expected to:

- Be a friendly, welcoming, and approachable point of contact for your course peers.
- Gather feedback from your peers on their academic experience, including both positive and negative feedback.
- Meet regularly with Course Leaders to discuss student feedback and work collaboratively to improve the course experience.
- Attend termly Student Rep Group (SRG) meetings alongside other Student Reps and members of the University's senior leadership team to receive updates.
- Represent students within the SU by contributing to discussions on academic affairs and helping to shape SU policy through the Academic Affairs and Representation Council.
- Communicate outcomes, updates, and opportunities back to your fellow students, ensuring they remain informed and engaged.

TRAINING & SUPPORT:

The SU will provide training and ongoing support for all Student Reps. This Support includes:

- Training at the beginning of the academic year.
- Advice and guidance on fulfilling the role- the SU have an open-door policy, so if students are unsure on the best way to proceed with something come and ask us.
- Developmental support to help students learn and develop transferrable skills for any future careers.

The University also works closely with the SU to ensure Student Representatives can carry out their responsibilities effectively.

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SKILLS YOU WILL DEVELOP IN YOUR ROLE:

Communication- developing your communication skills to confidently communicate with course peers, university staff, and the Senior Leadership Team.

Active listening- learning how to listen to other students' views, concerns, and suggestions and ensuring their voices are heard.

Leadership- being able to confidently represent a group of students and taking initiative to improve their student experience.

Teamwork- working with other Student Reps, University staff, and the SU Team.

Problem solving- identifying key issues experienced by students and helping the University recognise these and find practical solutions.

Confidence- becoming more comfortable with public speaking, sharing opinions and presenting ideas in meetings.

Advocacy- learning how to represent the interests and needs of other students effectively.

Negotiation and diplomacy- discussing concerns constructively and working towards positive outcomes.

Organisation and time management- mastering how to successfully balance your Student Rep role alongside your studies and other commitments.

Meeting skills- developing the ability to understand agendas, contribute confidently and constructively and follow up on agreed actions. These are valuable transferable skills that can be applied in academic, professional, and future employment settings.

Critical thinking- considering different perspectives and using feedback to make informed suggestions.

Networking- building relationships with other students, academics, professional services, and SU staff.

Conflict resolution- learning how to handle disagreements professionally and help course peers to communicate their concerns effectively.

Responsibility- following through on commitments and keeping students informed.

Administrative skills- using email, online forms, surveys, social media, and other communication tools to collect feedback and keep students informed.

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HOW STUDENT REPS ARE ELECTED:

Student Reps are elected by their course peers at the beginning of each academic year- normally late September/early October. A member of the SU visits each course to facilitate the election during a timetabled class. There are two Student Reps elected for each year group of every course. On a typical three year undergraduate programme, there will be a team of up to six Student Reps who work together to represent students across all stages of the course. Student Reps collaborate with one another, Course Leaders, the University, and the SU to ensure student feedback is effectively collected, shared, and acted upon.

SUCCESSFUL STUDENT REPS:

- Are approachable, friendly, and supportive.
- Are good listeners who value the opinions of their course peers.
- Are confident communicating with both students and staff.
- Are reliable and able to represent the views of their course peers fairly and accurately.
- Are passionate about improving the student experience.
- Are willing to work collaboratively with other Student Reps, University staff and the SU.