

ROLE DESCRIPTION – Course Rep

- Title:** Course Rep
- Selection:** Elected within your specific programme cohort
- Purpose:** To effectively represent students' academic interests at programme level;
To create change at programme level that improves the academic experience of students;
To escalate any issues that exist beyond your programme.

Accountabilities:

The Course Rep position is a key role in improving students' academic experience. You will be accountable for:

- Proactively and effectively gathering feedback from students that you represent – building up an understanding of what is working well and what could be improved;
- Exercising influence through a range of relationships, networks and meetings to achieve positive change on behalf of the students you represent;
- Communicating progress and the outcomes of feedback to students – to ensure they understand what has, and will, happen as a result of their feedback;
- Escalating issues that affect students beyond your programme;
- Acting as a positive ambassador for the Students' Union and Academic Reps.

Responsibilities and Duties:

In order to fulfil these accountabilities, you will be expected to:

- Ensure that you connect with all students that you represent and present a balanced view;
- Engage with underrepresented and hard-to-reach students, actively seeking out minority voices and representing them;
- Attend Staff Student Committee (SSC) meetings and prepare effectively for those meetings by reading agendas, minutes and papers and putting important items on the agenda;
- Maintain strong ongoing relationships with your programme leader / manager / head and provide regular input about what is working well and what could be improved;
- Work in partnership with staff within your programme and department to co-create solutions and positive developments that will benefit students;
- Where applicable, work with the Department Rep to actively engage with, and participate in, Periodic Departmental Reviews;
- Attend and provide feedback at Education Council to share best practice with other Course, Department and Faculty Reps;
- Work together with students, university staff and RHSU to ensure the success of the academic representative system.

Skills, Experience and Qualities

	Essential	Desirable
Excellent communication skills – ability to listen and re-present views effectively	x	
Willingness to learn and build a good understanding of education policy issues	x	

Commitment to diversity, equality and inclusion and willingness to proactively seek out voices that are underrepresented	x	
Ability to use technology and social media to network effectively with other students		x
Willingness to get involved and represent students' academic interests	x	