

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
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ACCOUNTABILITIES:

The course rep position is a key role in improving students' academic experience.

You will be accountable for:

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

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

- a) Ensure that you connect with all students that you represent and present a balanced view;
- b) Engage with underrepresented and hard-to-reach students, actively seeking out minority voices and representing them;
- c) 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;

- d) Maintain strong ongoing relationships with your programme leader / manager / head and provide regular input about what is working well and what could be improved;
- e) Work in partnership with staff within your programme and department to co-create solutions and positive developments that will benefit students;
- f) Where applicable, work with the department rep to actively engage with, and participate in, Periodic Departmental Reviews;
- g) Attend and provide feedback at Education Council to share best practice with other course, department and faculty reps;
- h) 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 represent 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	