**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:

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.

**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:**

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>Excellent communication skills – ability to listen and represent views effectively</td>
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<td>Willingness to learn and build a good understanding of education policy issues</td>
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<td>Commitment to diversity, equality and inclusion, and willingness to proactively seek out voices that are underrepresented</td>
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<td>Ability to use technology and social media to network effectively with other students</td>
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<td>Willingness to get involved and represent students’ academic interests</td>
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