

# ACADEMIC REP ROLE DESCRIPTION



## ROLE OVERVIEW

Academic Reps ensure the voices of their local academic community are heard, listened to, and acted upon. You will analyse views and opinions from students regarding all aspects of their degree programmes, including praise and concerns on topics ranging from supervision, teaching, and assessment, to course administration, learning resources, and personal career development. You will also work with staff to ensure specific feedback is addressed, creating solutions and encourage positive change for your University of Exeter student experience.

## DUTIES AND RESPONSIBILITIES

- Work directly with students and university staff outside of meetings to develop solutions to any issues raised by students, and bring about positive change.
- Review diverse student views and opinions from your local community to identify any common themes or specific recurring areas of praise or concern.
- Keep your students up to date on what is happening due to their feedback by providing summaries of any actions you have taken in response to that feedback.
- Foster and maintain good working relationships with everyone, including fellow student reps and officers, to ensure everyone is represented and respected.
- Complete the required Academic Rep training and induction sessions.

## REP PATHWAYS

- Lead representation for your local academic community by meeting regularly with other Academic Reps to discuss wider student issues and identify common trends.
- Attend University meetings to represent the views of students within your local academic community, and/or to provide insight on the student experience.
- Chair regular meetings between students and University staff members, including working with the meeting secretary to organise the agenda and meeting reports.
- Undertake research into specific aspects of the student experience and write reports to inform discussions and decision-making in your department and faculty.
- Lead on local campaigns, projects and events to encourage positive change.

## SUPPORT AVAILABLE

- A dedicated team of full-time Guild staff who support Academic Representation and are available to guide, support, and develop student reps.
- Training in EDI, active listening, communication and teamwork skills.
- Regular meetings with Guild Officers and the Student Voice team.

## TIME REQUIRED

This is a **part-time voluntary** role with an estimated commitment of **1-2 hours** per week, reduced pro rata if studying part-time or sharing the role. This averages at 45-60 hours across the year (full-time equivalent), and is lower outside of term-time.

Please note that you cannot hold an Officer position at the same time as this role.

*Last updated: October 2022*