

Role Title: Academic Representative

Role description:

The Students' Union is committed to ensuring an exceptional educational experience for our students. We believe that active student participation in shaping the academic environment is crucial for fostering a thriving learning community. As such, we are seeking enthusiastic and dedicated Academic Representatives to champion the interests of our student body.

Key Responsibilities:

- **Advocacy:** Serve as a vocal advocate for the academic needs and concerns of fellow students. Represent student interests in discussions with faculty, administrators, and relevant committees.
- **Communication:** Establish clear lines of communication between students and the academic administration. Regularly collect feedback and suggestions from students and relay this information to appropriate parties.
- **Problem Resolution:** Address academic issues and conflicts as they arise, working collaboratively with faculty, staff, and students to find solutions that benefit all parties involved.
- **Mental Health and Well-being:** Promote initiatives that support the mental health and well-being of students, advocating for the importance of a balanced and supportive academic environment.
- **Community Building:** Support events, workshops, and activities that foster a sense of community and intellectual growth among students, faculty, and staff.
- **Data Collection and Reporting:** Compile data and reports on academic issues and trends affecting students. Use data-driven insights to inform your reports and arguments.
- **Collaboration:** Collaborate with other student representatives and organizations to address broader campus issues and initiatives.

N.b. Due to the sizes of some cohorts, some courses share a Rep. If you are an appointed Academic Representative, you will be expected to liaise with students across all of the courses you represent.



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Behavioural Expectations:

As an Academic Representative, you will be expected to adhere to the highest standards of professionalism, integrity, and ethical conduct. To maintain a productive and collaborative environment, we require the following behavioural expectations from our Reps:

- **Respect and Inclusivity:** Treat all individuals with respect, regardless of their background, beliefs, or opinions. Foster an inclusive environment that values diversity and encourages the free exchange of ideas.
- **Effective Communication:** Communicate clearly, respectfully, and promptly with fellow students, faculty, and administrators. Active listening and constructive feedback are essential.
- **Confidentiality:** Handle sensitive information and student concerns with the utmost confidentiality and discretion. Maintain the trust of your peers by safeguarding their privacy.
- **Conflict Resolution:** Approach conflicts with a solution-oriented mindset. Seek to resolve disagreements through open dialogue, compromise, and mediation when necessary.
- **Commitment and Accountability:** Fulfil your responsibilities with diligence and dedication. Be accountable for your actions and decisions as an Academic Representative.
- **Adherence to Policies:** Familiarize yourself with and adhere to all relevant school policies and guidelines. This includes academic integrity, code of conduct, and any specific policies related to your role.
- **Self-Development:** Commit to continuous self-improvement, both personally and professionally by attending any training, skill development, leadership workshops or sessions put on by the Students' Union.
- **Ethical Advocacy:** Advocate for student interests with honesty, transparency, and fairness. Ensure that your advocacy aligns with the principles and values of the Students' Union.

Failure to meet these behavioural expectations, and non-performance of key responsibilities may result in a review/suspension/removal of/from your position as an Academic Representative. We believe that upholding these standards is crucial to maintaining a positive and productive academic environment for all members of our community.

By adhering to these standards and fulfilling your responsibilities, you will contribute to the creation of an academic community that values collaboration, respect, and ethical conduct, ultimately enhancing the educational experience for all students in your school of study.



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