**College Rep Role Description**

**Open to all Registered Students at the University of Leicester - prior experience of a Representative Role such as been a Course Rep or School Rep advantageous but not essential**

**Up to 10 hours a week term time (£12.60 an hour plus holiday pay)**

Within the role you will

* Promote the value of students and staff working together to build a better education.
* Play an active role in the development and enhancement of the colleges educational provision and wider academic student experience
* Sit on the Students’ Union Education Committee chaired by the Education Officer where relevant briefings will be delivered, discussed and agreed on key issues and policies that are impacting on students’ academic experience.
* Chair termly College Academic Representation Meetings bringing together School and Course Reps to:-
  + proactively seek out students’ thoughts and opinions, particularly those of Course/School/PGR Reps in their College.
  + examine SSC feedback to spot trends across the College
  + ensure the dissemination of actions and outcomes to students
  + proactively contribute and lead on the production of the new College level impact reports
  + communicate with students and other representatives on an ongoing basis about
  + coordinate the delivery of relevant Academic Rep Briefings and successes
  + formation, delivery and communication of School Level Visions taking a partnership approach between staff and students.
* Work in partnership with the College Deans of Education to ensure effective ‘two-way’, communication between the college and students including the communicating of features of good practice, new initiatives and cascading relevant messages from the College to Students. To facilitate this Reps to attend monthly meetings with the College Deans of Education
* Attend University committees and student experience related working groups this to include:-
  + College Education Committees
  + Programme Approval Panels
  + College Research Committee (at least once a term)
  + Termly meetings with SELT
  + Senate
* Act as a member of Student Council, the Students’ Union’s democratic decision-making body.
* Maintain contact with the Union on changes and developments within the College.