

Course Representative

Role Profile



About volunteering with SUSU:

Course Reps are the direct representatives of students on their courses and are there to take students' ideas and concerns to their Student-Staff Liaison Committee. They report up to the Department or School President and are responsible for feeding back to the student body as a liaison between students and staff.

In order to apply for the role, you must be a student on the relevant course. When applying for this role you are confirming that you meet the eligibility criteria for the role.

We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.

Main purpose of the role:

- 1) To represent the views of students within your cohort.
- 2) To liaise with staff about feedback from students.
- 3) To report to and work with the Department/School President.

Main responsibilities of the role

To represent the views of students within your cohort

- *To be a visible presence to course mates.*
- *To gather regular feedback from course mates.*
- *To present the views of course mates at the Student Staff Liaison Committees (SSLCs).*

To liaise with staff about feedback from students.

- *To make and maintain contact with key academic and administrative staff.*
- *To attend SSLCs and present student feedback objectively.*
- *To provide feedback to course mates after SSLCs.*

To report to and work with the Department/School President

- *To meet with fellow Course Reps and your Department/School President before SSLCs.*
- *To attend meetings run by your Department/School President (or Faculty Officer).*
- *To contact your Department/School President for advice or support with new ideas and initiatives.*

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Where can you find guidance?

- *Sabbatical Officer:* vpeducation@soton.ac.uk
- *Representation Team:* representation@soton.ac.uk

How to nominate for the role:

In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

Log in to our website at www.susu.org/elections and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at representation@soton.ac.uk.

Time commitment and expectations:

You will need to attend Student-Staff Liaison Committee meetings (at least three per year) as well as additional meetings as set by your School or Department.

There will be times throughout the year where you may be called on to help promote and spread awareness for SUSU campaigns. There will be key meetings that you must attend and you must attend relevant SUSU meetings.

If at any point you find that you are struggling to balance voluntary work with your studies, we understand that your degree must come first. Please come and speak to us and we will always try our best to make things easier.

If you have any questions regarding the role and its responsibilities, please contact representation@soton.ac.uk.