

About volunteering with SUSU:

Faculty Officers are the senior reps in their faculty and take overall responsibility for academic representation and report to the Union's Vice President Education. They lead and manage their Department and School Presidents and are responsible for ensuring consistent and strong representation. They meet regularly with the Associate Dean (Education) for their Faculty and sit on Faculty-level education meetings.

In order to apply for the role, you must be a student in that Faculty. 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 act as the lead representative for your Faculty
- 2) To facilitate a positive relationship between the University and student representatives
- 3) To encourage participation in University-wide initiatives aimed at enriching the student experience

Main responsibilities of the role

To act as the lead representative for your faculty Scrutinising the work of Sabbatical Officers

- *To lead and provide the main point of contact for all the School and Department Presidents within your Faculty.*
- *To obtain student feedback on a range of issues relating to academic experience.*
- *To feed back on any changes and improvements to the student body and VP Education.*

To facilitate a positive relationship between the University and student representatives

- *To sit on Faculty Education & Student Experience Committee meetings*
- *To regularly review student feedback alongside the University and identify areas for improvement*

To encouraging participation in University-wide initiatives aimed at enriching the student experience

- To meet regularly with other Academic Representatives to plan and share ideas
- To participate in University-wide consultations

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:

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.

Term of office: 1st July – 30th June