

### SCHOOL/DEPARTMENT - ROLE DESCRIPTION

With over 800 course repsspanning campuses, faculties and online learners, this next level of student representation leads the student voice at a School or Department level. Having already gained experience as course rep, School/Department reps provide a broader view of the student experience at Ulster. They meet with staff and their Students' Union to progress issues past course level and pro-actively find resolutions and improvements to the student learning experience.

#### SUPPORTING YOU IN THE ROLE

Responsibility for the management, support and development of our rep structure and ensuring the student voice is heard, lies with your Students' Union. Your School or Department assigned student advocate will be your staff point of contact. As an additional level of support, we now have Faculty Reps in place. Using their previous experience as reps they have taken on the extra responsibility to represent the collective student voice for all students within their Faculty. These students will be an extra source of support and guidance for you. UUSU will work in partnership with your Head of School or Department and their team to ensure you are prepared and valued in the role.

#### WHAT IT INVOLVES

- Provide leadership and support for course representatives within your School/Department.
- Represent the student voice within your School/Department at the appropriate level.
- Promote and communicate your role within UUSU and the University to all students within your School/Department.
- School/Department Reps are also central to the delivery of our student led Learning & Teaching Awards each year and form the final judging panel.
- Collaborate with University Departments to enhance student employability opportunities.

#### TIME COMMITMENT

The time required for this role will vary depending on the size of your School/Department and the meetings which you are required to attend. You should still expect to give at least a minimum of one hour per week (approx. 30 hours per academic year) to the role allowing time for communication with reps, updating UUSU and liaising with the relevant staff in the University.