



**STUDENT  
VOICE**

**UUSU**

**LEADERSHIP  
ELECTIONS**

**SCHOOL/DEPARTMENT**

**REPRESENTATIVE**

**ROLE OVERVIEW**



[uusuu.org/elections](https://uusuu.org/elections)



## SCHOOL/DEPARTMENT REPRESENTATIVE

### ROLE OVERVIEW

School/Department Representatives provide a more focused point of contact between Course Reps, the Students' Union and academic members of staff (Student Advocates). In this role, School/Dept Reps lead the student voice above course-level representation by ensuring that all student voices are heard, respected and valued. Progressing issues past course level and feeding up to faculty, School/Dept Reps contribute to an inclusive student learning experience. Building key skills in networking, mediation, signposting and professional communication, the School/Dept Rep role also provides excellent experience for many career pathways.

**Every year we recruit up to two School/Dept Reps for each School or Department.**

### KEY TASKS

- Attend UUSU School/Dept Rep training.
- Research and gather information on the student experience in your School/Dept.
- Liaise regularly with Course Reps and staff members within your School/Dept;
  - In person;
  - Online (email, social media, Blackboard discussion threads).
- Identify Course Reps who require extra support/training.
- Keep up to date with current student issues.
- Feed into the annual UUSU student voice report.
- Form part of the annual Learning and Teaching Awards judging panel.
- Contribute to **University equality initiatives** by helping to embed fair and equal student experience as a core UU standard.
- Collaborate with UUSU on Course Rep training delivery and the Student Voice Forums (delivered once per semester).
- Where appropriate, attend school and faculty board meetings, and relevant sub-committees.
- Promote the student representation roles (Course, School/Dept, and Faculty) and the UU Student Voice framework.

### OPPORTUNITIES AND BENEFITS

- **Leadership**  
Be a student voice champion by representing a diverse student body at school/dept level. Develop managerial skills through your work with Course Reps.
- **Communication**  
Promote your role within UUSU and the University to students within your school/dept. Learn how to negotiate and delegate diplomatically within a connected and supportive Rep structure.



- **Decision-making**  
Balance student needs with institutional policies by learning when to refer and take action to support students in need of **academic**, **wellbeing** and **financial support**.
- **Cultural awareness**  
Understand and represent the needs of students from underrepresented and marginalised backgrounds. Help to create equal opportunities for all by facilitating student voices in their many forms.
- **Interpersonal skills**  
Hone empathy with other students and staff through positive relationships. Become adept at managing relationships with diverse stakeholders.
- **Policy and Governance**  
Understand institutional policies and decision-making processes. Apply your knowledge of organizational management to the representative role.
- **Employability**  
Collaborate with University departments to enhance student employability opportunities. Develop your own CV through your representational work.

## SUPPORTING YOU IN THE ROLE

You will be supported by the **UUSU Student Voice team** and by your School/Department's academic Student Advocate. You and **your Faculty Rep** will also support each other through your experience as students and elected student representatives. UUSU will also work in partnership with your Head of School or Department to ensure that you are prepared and valued in your role.

## TIME COMMITMENT

You should expect to give at least 30 hours per academic year (approx. one hour per week) to the role. The time required will vary according to the school/dept size and the number of meetings you are required to attend.

