



**SCHOOL OR DEPARTMENT REP  
ROLE DESCRIPTION**

+ COURSE REP + SCHOOL OR DEPARTMENT REP + FACULTY REPS +

# SCHOOL OR DEPARTMENT REP ROLE DESCRIPTION

## OVERVIEW

### Why be a School/Department Rep

With over 800 course reps spanning 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.

### 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.

### 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.

### Benefits for You

- Build on and develop the skills gained as Course Rep – you will have the opportunity to communicate and network with a large, diverse range of students and staff across the University and UUSU;
- Acquire further managerial skills such as improved communication, assertiveness, negotiation and delegation, which as well as looking good on your CV will also enhance you future employability;
- School/Department Reps are offered the opportunity to complete an accredited activity towards the EDGE

# YOUR KEY TASKS

- Attend UUSU School/Department Rep Training
  - Communicate regularly with Course Reps within your School/Department, keeping up-to-date with current student issues. This includes setting up and managing social media and Blackboard Learn discussions;
- Through this communication you will:**
- Identify reps who may require additional support (either with the role or a particular issue) or would benefit from further training or preparation for the role
  - Research and gather information on the wider student experience within your School/Department
  - Feed into the annual UUSU student voice report.
  - Network and communicate regularly with senior staff responsible for the delivery of courses within your School/Department and your UUSU Faculty Rep
  - Work with UUSU team on delivering your campus Course Rep Training sessions
  - Work with UUSU team on delivering your Student Voice Forum each semester
  - Attend other UUSU or Ulster University meetings relative to the role if required, for example
    - School Board Meetings
    - Faculty Board Meetings
    - Relevant Sub-Committees*\*attendance at these meetings is optional and determined by your availability*
  - Actively promote the roles of Course, School/Department and Faculty Reps to all students, including how to use the Student Voice framework at Ulster to best address academic problems and to create positive change.

## How many School/Department Reps do we need:

We are recruiting **one or two Rep(s) for each School or Department** depending if there is a campus split.

**For more information on what's involved contact**

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