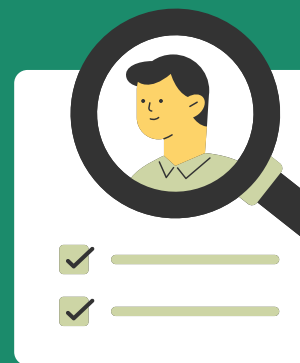




Ravensbourne Students' Union

Job Description



Position: Academic Student Representative

Department: Ravensbourne Student Union

Reports to: Student Engagement Coordinator

Role Overview



Academic representatives are students elected by their peers to represent their cohort/course in that year. There is at least one representative for each programme each academic year. Their main job is to gather feedback from students about their courses and university experience, then share this with the appropriate staff or departments. Academic reps are also responsible for working towards improving the course programme and making sure standards are maintained.

As an academic representative, you'll be a key link between students, the student union and the university. You'll make sure that students' voices are heard in important academic decisions and that their interests are considered in university policies. You'll represent your fellow students in meetings, speak up on their behalf, and give updates on actions taken to improve the student experience. The role requires regular communication with both students and staff, along with mandatory training and meetings to keep you informed and effective in your role.

Key Responsibilities



1. Impartial representation

- Provide and relay the views of students on your course in an impartial and constructive manner

2. Collate feedback from peers

- a. Engage with peers using different methods to receive a balanced view of issues relevant to them.

3. **Attend Core Meetings**

- a. Schedule or attend regular informal meetings with course leaders or tutors to share feedback received from peers.
- b. Represent the academic interests of your peers at Student Voice Meetings, held once each semester.
- c. Participate in Student Parliament meetings, once per semester, to discuss wider student issues and concerns.

4. **Provide Feedback**

- a. Communicate outcomes and decisions from meetings back to your peers, ensuring they are aware of actions taken and any changes that will affect them.
- b. Act as a liaison between the student body and the university/course of study providing insights and recommendations based on student feedback.

5. **Engage in Regular Communication**

- a. Maintain regular contact with your course leaders, tutor and the SU team to discuss ongoing issues, initiatives, and student concerns.
- b. Keep students informed about the latest developments, projects, and opportunities relevant to them.

6. **Participate in StAAR Training**

- a. Complete compulsory StAAR training sessions to enhance your advocacy skills and learn about institutional processes, which will help you be an effective representative.

7. **Support and Encourage Peer Involvement**

- a. Encourage fellow students to engage in the representative process and to share their concerns and ideas with you, fostering a collaborative and proactive student community.

Required Meetings and Commitments



- **Regular informal meetings:** This could happen fortnightly or monthly with course leaders and tutors
- **Student Voice Meetings:** Once per semester
- **Student Parliament Meetings:** Once per semester
- **StAAR Training Sessions:** Compulsory attendance for all representatives
- **Regular Contact with the SU officer and staff team:** Ongoing communication as needed.

Skills and Qualities



- Strong communication and interpersonal skills

- Ability to listen actively and represent diverse student voices with impartiality.
- Organisational skills to manage time effectively across multiple responsibilities
- Proactive and collaborative attitude
- Passion for improving the student experience and academic environment

Eligibility



- Enrolled as a student at Ravensbourne University.
- Commitment to representing the interests of your academic peers

What You'll Gain



By taking on this role, you will play a key part in shaping the academic experience at ensuring that the student body is both heard and supported. This is a rewarding opportunity to develop your leadership skills while making a meaningful impact on your campus community.