

Student Reps Role Description

Student Reps: (Serious Business)

- The Student Rep scheme is co-run by the University of Sussex and the University of Sussex Students' Union. Student Reps provide an essential link between **Students, the Union and the University**.
- **Student Reps are Undergraduate and Postgraduate students** elected by Sussex students to represent the views and interests of students in their subject, department or school year.
- **Reps find out about issues impacting on student's studies** and experience, and take this information informally to individual members of staff in the department, and can raise issues more formally at department, school, and university level committees in order to effect positive changes.
- Being a student Rep gives an **opportunity to learn and practice new life skills that can improve your employability**.
- **There is a strong tie between Student Reps and Student's Union School Councillors**, to ensure that important issues feed in to the decision making processes of the Students' Union.
- A number of Student Reps are elected to hold **positions on University committees** to raise issues at a higher level. These are important positions.

Student Reps work directly with:

- **The students they represent**, in order to find out their views
- **Other Student Reps in their school** to coordinate work.
- **Staff and Academics in their department or school** to represent students' views.
- **The Students' Union Councillor** in their school, to make sure the union can also raise issues.
- **The Students' Union elected Full-time Education Officer**.

Responsibilities of a Student Rep and our commitment to you

Time commitment:

- You can nominate yourself to stand as a student rep. Elections take place in the autumn term.
- Student Reps are elected for one year until the middle of the following autumn term.
- Being a student Rep needn't take over your life but it is essential that you meet the expectations of the role. Without this effective representation won't happen.
- The role requires that you put some time in to it. We recommend that you make yourself available for around 2-4 hours per week, but the role also requires enthusiasm and initiative.

Training

You must attend 2 elements of compulsory training to qualify as a Student Rep:

- **Your schools induction meeting (approx 1 ½ hours):** You will meet your key school contacts, and cover a basic briefing about how the scheme works in your particular school. You will also elect your Student Rep School Chair and Student Reps for some University Committee positions.

- **½ day central training session:** At this event you will learn how to represent views at programme, departmental, school and university levels, how to run meetings, and how to refer students on to others who can provide the right support.

Specific arrangements will be made for reps elected out of cycle for reasons of professional accreditation and for reps on placements.

Student Reps are also offered **optional training courses** in areas such as facilitation, negotiation, representation and advocacy which will equip you both as a rep and with skills for later life.

Communication

Communication is central to the Reps role. The Student Rep Scheme cannot function effectively if students and staff do not know who Student Reps are, what they do or how to contact them. You will be trained and supported throughout the year to effectively communicate in your school by:

- Making sure students and staff know who you are and how to contact you.
- Working with other Reps, key school staff and Union Councillors.
- Being available to attend departmental and school meetings.
- Setting aside sufficient time to consult with students on a regular basis. Face to face and online.
- Feeding back issues and responses to and from students, other Student Reps, relevant University staff, and the Student's Union Education Officer.
- Maintaining a constructive and courteous attitude, even if you disagree with people.

Optional Roles

School Student Rep Chair: A Chair Rep is nominated at the school induction meeting to co-ordinate Rep activity and act as a point of contact for other Reps. They will:

- Make sure other reps are aware of meetings and encourage attendance.
- Chair meetings, make sure items are put on agendas and actions are followed up.
- Raise issues of concern with central University admin or the Student's Union.
- Co-ordinate feedback of school level issues to the school.

University Committee Positions: Several Reps are nominated at the school induction meeting for a number of important central University Committee positions.

- They will represent the views of students in their school, or occasionally a cluster of schools (Arts/Sciences/ Social Sciences)
- Attend the committees they are members of (usually once a term)
- Consult with other Reps and students beforehand to decide on issues to raise and how to respond to items on the agenda.
- Feedback from committee meetings to students and Reps.

Paid Membership of School Teaching and Learning Programme Validation

- Opportunities for student reps to sit as panel members of formal school reviews (Paid positions).