

## Student Rep Role Description

Whilst being a Student Rep is a voluntary role it's important that the students undertaking the role, and that staff they will be working with, understand what the position involves and what actions will need to be fulfilled.

<b>Role Title</b>	Student Rep
<b>Responsibility</b>	Elected to collect feedback from the students that elected them as their Rep. Feed this information back to relevant Faculty staff and be prepared to work with them to create change
<b>Time commitment</b>	1 to 2 hours a week
<b>Role duration</b>	An academic year
<b>Staff liaison</b>	Relevant staff in Programme, Department and Faculty, and the Student Voice & Policy Team at SUBU
<b>Role purpose</b>	
Being a university student, it is important to get the most from your experience. A way to ensure that happens is to make sure you are feeding back about your time at BU. Student Reps are elected by their class to collect this feedback and work in partnership with the University to make the student experience the best it can be.	
<b>Role responsibilities</b>	
<ul style="list-style-type: none"><li>• Regularly check in with your class to see what feedback they have about their experience as a student at BU</li><li>• Insert said feedback into the Student Rep tool, SimOn, collecting feedback about everything that affects the student experience at BU.</li><li>• Attend relevant programme or department meetings, as required by the faculty</li><li>• Report the feedback to staff via these meetings and be prepared to work with them to create positive change</li><li>• Report back to the students that gave you the feedback to let them know what happened with it</li><li>• You may also be invited to ad hoc meetings such as programme reviews and external examiner visits</li></ul>	
<b>Training requirements</b>	
A compulsory part of the role is to complete Essential Rep Training which will be offered at the start of your role by SUBU.  You can also attend supplementary workshops provided by SUBU, which you will be notified of.	
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