

# DEPARTMENT OFFICER ROLE DESCRIPTION



## ROLE OVERVIEW

The Department Officers are the most senior student representatives for their academic department and faculty, representing undergraduate and postgraduate taught students registered at Exeter campuses. You will work with other officers, reps and students in your academic community, alongside the Full-Time Officers and senior staff, to promote solutions that will encourage positive change to the University of Exeter student experience.

## DUTIES AND RESPONSIBILITIES

- Represent the views and needs of the student community in your department (undergraduate and postgraduate taught), focusing on overall student experience (such as academic interests, student wellbeing, and opportunities for engagement).
- Encourage the development of an academic community within your department by working with staff, student reps, society committees, and other student leaders.
- Support and empower the student reps in your department to make sure students in different programmes and disciplines are efficiently and effectively represented.
- Work with and support other Department Officers, the Full-Time Officer team, and senior University leaders to make positive change in the interests of students.
- Foster and maintain good working relationships with everyone, including fellow student reps and officers, to ensure everyone is represented and respected.

## REP PATHWAYS

- Attend University meetings to represent the views of students within your department and faculty, and/or to provide insight on the student experience.
- Chair regular meetings between students and University staff members, including working with the meeting secretary to organise the agenda and meeting reports.
- Undertake research into specific aspects of the student experience and write reports to inform discussions and decision-making in your department and faculty.
- Contribute to student-led projects, events and campaigns in your department, ensuring they align with the needs of your student community.

## SUPPORT AVAILABLE

- A dedicated team of full-time Guild staff who support Academic Representation and are available to guide, support, and develop student reps.
- Training in EDI, active listening, communication and teamwork skills.
- Regular meetings with the Full-Time Officers and the Student Voice team.

## TIME REQUIRED

This is a **part-time voluntary** role for **one year** with an estimated commitment of **2-3 hours** per week in term-time (averaging at 60 hours across the year per officer). The role is designed to be shared between 2-3 officers per department.

Please note that you cannot hold another representative position at the same time as this role.

*Last updated: May 2022*