

## ROLE DESCRIPTION

### SUBJECT REP

#### ROLE OVERVIEW

As a Subject Rep, you will work as a member of your student rep council to ensure the voice of your students is heard and listened to.

You will collect views and opinions from students, including praise and concerns regarding all aspects of their course. This feedback will be used to create solutions and encourage positive change for your University of Exeter student experience.

#### DUTIES AND RESPONSIBILITIES

- Proactively seek out student views and opinions using a range of methods, including emails, social media, classroom activities, and more.
- Keep your students up to date on what is happening due to their feedback.
- Attend briefings with the Student Voice team before and after relevant department meetings to share information, including providing agenda items for upcoming SSLC meetings as requested.
- Represent students within the discipline at department and/or College meetings (such as SSLCs) where appropriate.
- Work with department staff outside of meetings to develop solutions to issues raised by students and bring about positive change.
- Work with the other student reps in your department to promote and encourage engagement with the Student Representation recruitment process.
- Meet regularly with and report to your Subject Chair and/or the VP Education to discuss, negotiate and complete actions arising from student views and opinions.
- Foster and maintain good working relationships with everyone, including fellow student reps and officers, to ensure everyone is represented and respected.
- Complete the required Subject Rep training and induction sessions.

#### TIME REQUIRED

**Maximum of 60 hours.** This averages at 2-3 hours per week, term time only, including:

- 2 hours compulsory basic training, plus up to 4 hours for additional skills training
- 1 hour per week for catching up on progress with officers and other reps
- 1 to 2 hours per week for gathering and processing views and opinions from students, including following up with relevant staff
- 3 to 4 hours per term for meetings

If you are having trouble managing your workload and are significantly exceeding this average, please get in touch with the Student Voice team.

Please note the 60 hours maximum volunteering applies to all representative roles combined. You cannot hold an Officer position at the same time as this role.