

# Role Descriptor

# Academic Rep

(Placement & SYA)



As Academic Reps you are the key link between Academic Staff and students on placement and study year abroad (SYA). You will be taking the student voice, no matter how big or small, straight to academic staff to discuss action and change to improve the student academic experience.

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## Duties and Responsibilities

- Proactively collect and represent students' feedback on placements and study year abroad from your cohort ensuring that feedback is: Accurate, Balanced, Constructive, Depersonalised & Evidenced
  - Seek to resolve issues informally where possible with the appropriate staff member.
  - Contribute agenda items for discussion at the Student Staff Liaison Committees. Having discussions with Academic Staff highlighting both what is working well, what could be improved within the experience of students on placements or SYAs, as well as contributing opinions on department projects and data.
  - Working with Academic Staff & The SU in communicating progress and outcomes of students' feedback back to your cohort
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# Extra Information

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## Meeting Commitments & Training

ONLINE Academic Rep 101 Training / 1 ½ hour

Student Staff Liaison Committee / 2 per semester / 1-2 hours

*If meeting is not hybrid or you cannot attend due to placement commitments, you are expected to send in comments regarding your thoughts on the agenda items.*

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## Skills Development Opportunities

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|-----------------|-----------------------|
| Confidence      | Organisation/Planning |
| Decision making | Communication         |
| Teamwork        | People management     |
| Time management | Problem Solving       |

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The SU provides additional development training for other skills you wish to develop. Please check our [Student Leader Hub](#) for more information.

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## Key SU Contact

SU Education Officer / [SUeducation@bath.ac.uk](mailto:SUeducation@bath.ac.uk)

SU Voice Team / [su-voice@bath.ac.uk](mailto:su-voice@bath.ac.uk)