

# Role Descriptor

# Academic Rep (UG)



As Academic Reps you are the key link between Academic Staff and students. 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' academic feedback 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 academic experience, 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.

## Additional Responsibilities

- Collaborate with your Faculty Reps & SU Officers on wider issues in SU meetings such as Academic Council or Faculty Forums

# Extra Information

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## Meeting Commitments & Training

Academic Rep 101 Training / 1 ½ hour

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

Faculty Forums / 1-2 a semester / 1-2 hours

- Dates TBC

Academic Council / 1-2 per semester / 1-2 hours

- 6 November 2024
  - 5 February 2025
  - 7 May 2025
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## Skills Development Opportunities

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)

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