

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.



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.
- Collaborate with your Faculty Reps & SU Officers on wider issues in meetings such as Academic Council or Faculty Forums
- Working with Academic Staff & The SU in communicating progress and outcomes of students' feedback back to your cohort

Extra Information

Time Commitments

Academic Rep 101 Training / 1 ½ hour

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

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

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

General Duties such as collecting feedback / weekly / 1+ hour/s

Skills Development Opportunities

Check out our [student leaders development programme](#) for personal development training.

Confidence	x	Organisation/ planning	x
Decision making	x	Marketing	
Teamwork	x	Delegation	
Time management	x	Financial Management	
People management	x	Negotiation	

Other:

communicating effectively in meetings, data collection,

Key SU Contact

SU Education Officer / SUeducation@bath.ac.uk

Academic Representation Team / academicreps@bath.ac.uk
