

The University of Manchester

Student Representative Job Description

Purpose

- To voice student views to university staff involved in programmes
- To provide student involvement in development and planning of programmes
- To represent students at the level closest to students

Main Responsibilities

- To attend Staff-Student Liaison Committee meetings
- To be available to listen to fellow students' views, concerns and academic issues
- To feedback results of representations to fellow students
- To liaise with other student representatives both around the university and in the students' union

Skills Development

Programme Representatives will need, to and will develop, the following skills:

- Active listening
- Clear presentation
- Diplomacy
- Assertiveness

Contacts

- Student Liaison Co-ordinator
- Programme Director
- School Administration
- Students' Union Academic Affairs Officer and Faculty Officer
- School Representative
- Students on your programme

Resources

Programme Representatives will have the following resources available to them:

- Notice board with contact details and photograph in their school
- A pigeon hole in their school
- Timetabled time to meet students face-to-face.
- Students' Union Logbook system
- Access to Students' Union Officers and School Representative for additional support and assurance of provision of the above resources.

Training

Training will be provided by the Students' Union at the beginning of every academic year. It will be provided at a set time for each school. All Programme Representatives should go to this, but may attend a different school's training if their own is inconvenient.

Benefits

- CV enhancement
- Chance to improve academic standards and teaching that you experience
- Training and skills development
- Networking
- Potential references from University and Students' Union