Undergraduate School Rep: Role Description

The role
As the Undergraduate School Rep, you work in partnership with the Postgraduate School Rep to ensure that the views of all students within your School are effectively represented, both to the University and to the Students’ Association. You will have a particular responsibility to ensure that the views of undergraduate students in your School are heard and acted upon.

You will take proactive steps to ensure that all voices are heard, reaching out to Class Representatives and other students and facilitating their involvement in School-wide issues and campaigns. You will provide appropriate opportunities for students in your School to come together in a student-led space to discuss issues that concern them in their School, and to organise projects and campaigns that will make positive changes happen.

Benefits
Being an Undergraduate School Rep is an excellent opportunity to gain skills in areas such as leadership, project management, campaigning, publicity and team work. A key element of this role is working in partnership with academics and administrative staff in your School, which will give you experience of negotiating and managing relationships. These are skills which are particularly valued by employers.

As a Students’ Association Representative you will also have the opportunity to take part in the University’s Edinburgh Award which recognises the excellent work that student representatives do. Both completion of the Edinburgh Award, and your active engagement with the role of Undergraduate School Rep, are recorded on your Higher Education Achievement Report (HEAR). In order for your role to be included on your HEAR you must attend initial training and ensure that you do not miss any two meetings of Student Council.

Commitments and responsibilities
In this role you will need to:

- Represent the views and needs of undergraduate students in your School, by taking issues and ideas forward to relevant staff in the School, up to and including the Head of School.
- Coordinate and organise meetings of students within your School, and represent the views of the student body in meetings with staff and academics.
- Reach out to students and Class Representatives, ensuring their active participation in a School Council, Forum, or other meeting of students.
• Coordinate and bring together Class Reps in your School to help prepare for Student Staff Liaison Committees and other opportunities to offer feedback.
• Work with academic societies within your School.
• Prepare for, attend and participate in Student Council meetings (usually three times a semester on a Thursday evening, 2 hours per meeting). In order for your role to be recognised on your HEAR you must not miss any two meetings of Student Council.
• Prepare for, attend and participate in the School Rep Forum (usually once per semester, 1.5 hours per meeting)
• Attend and participate in relevant School level committees
• Work with other School Reps within your College and across the University on issues and projects which mutually affect you.
• Additionally, you may be called upon to represent your School’s interests at College-level committees about the student experience. (This involves reading committee papers and attending one or more committee meetings per semester).
• Keep up-to-date with communications from Edinburgh University Students’ Association and respond to emails in the time requested (as required).
• Be an ambassador for the Students’ Association and help to promote campaigns; you may be invited to help out on a stall, promote a survey (as required and fitting with your availability, 3 - 4 hours per semester).

We understand that you have study commitments which vary throughout the academic year. We will provide support and flexibility to make sure that your role does not conflict with these commitments.

Training and support
• In Semester 1 of the new academic year, you will receive training designed to equip you with the knowledge and tools to carry out your role. You must attend this training in order for your role to be recognised on your HEAR.
• We also offer additional training sessions during the year which focus on specific skills, such as campaigning, public speaking, and more besides.
• You will work closely with the sabbatical officers, particularly the Vice President Education, who have experience and knowledge in this area.
• You will receive support from representation staff at the Students’ Association. They can provide guidance on running campaigns, and information and advice on how to take forward projects within the University and beyond.
• There will also be the opportunity to take part in a wide variety of Students’ Association events as part of your development.

Further information
E-mail schools@eusa.ed.ac.uk, or alternatively visit the Students’ Association offices in Potterrow for further information.
• Student Council: http://www.eusa.ed.ac.uk/representation/studentrepresentation/studentcouncil/
• Higher Education Achievement Report (HEAR): http://www.ed.ac.uk/student-administration/order-documents/hear
• The Edinburgh Award: www.ed.ac.uk/EdinburghAward