

Undergraduate School Representative Role Description

If you're passionate about building supportive communities, improving undergraduate academic experience, and giving students in your School a voice within the Students' Association, you could be the perfect Undergraduate School Representative.

What does the role involve?

As an Undergraduate School Representative, you'll be responsible for **representing undergraduate students in your School**. You'll work closely with Programme Representatives, the Postgraduate School Representative in your School, and the [Vice President Education](#) to **ensure the students you represent are supported, engaged, and have their voices heard within the Students' Association and the University**.

You'll need to **gather feedback from students**, utilising your own networks and platforms provided by the Students' Association and your School. You'll then need to **constructively communicate that feedback to staff in your School**, ensuring that issues are effectively escalated, and any outcomes are fed back to students.

You'll attend regular **School Representative Forums** where you'll share your experiences with other School Representatives from across the University, as well as monthly **Student Council meetings**.

As the point of contact between undergraduate students in your School and the Students' Association, you'll be responsible for **ensuring that students are aware of key projects throughout the year, and letting us know about any issues which arise**.

How much of a commitment is the role?

The School Representative role is designed to be **flexible and fit around your studies**. The core parts of the role should take **no more than 15 hours a month** to complete, but you may wish to do more.

What support is available in the role?

As an Undergraduate School Representative, you'll be supported in your role by the **Vice President Education**, and **staff within the Academic Representation team**. They'll be on-hand to answer your questions and offer advice on your work.

You'll receive **introductory training** to help you get the most out of the role, and you'll also have the opportunity to attend **skills-based training workshops** throughout the year.



What would I get out of the role?

If you've been an active member of your School community, becoming an Undergraduate School Representative is a great opportunity to **give something back**, while **shaping the student experience at Edinburgh for the future**.

In the role, you'll develop **key transferable skills** like leadership, negotiation, relationship management and communication, and the experiences you have as an Undergraduate School Representative will give you **plenty to talk about in job interviews and on your CV**.

Provided you're active in your role, you'll receive **recognition on your [Higher Education Achievement Record](#)**, and you'll also have the chance to complete an **Edinburgh Award** focused on representing students.

Where can I get more information about the role?

If you have any questions regarding the role of Undergraduate School Representative, you can contact the following people:

- Natalie Hay, Academic Engagement Coordinator, natalie.hay@eusa.ed.ac.uk
- Fizzy Abou Jawad, Vice President Education 2020/21, vpeducation@eusa.ed.ac.uk

If you would like to speak to any of the current School Representatives about their role, please email reps@eusa.ed.ac.uk and we'll put you in touch.

If you have any questions regarding the elections, please email elections@eusa.ed.ac.uk.

If I decide to stand, what are the next steps?

The first step is to **check that you're eligible** – in order to become an Undergraduate School Representative, you need to be a current, matriculated student in the School you wish to represent. This includes students who are on joint honours and there a member of two Schools.

If you're eligible, then once nominations have opened on January 11th you can **[click here](#) to submit your nomination** – you'll just need to fill out some basic details. The deadline for nominations is 17:00 on February 17th .

After your nomination has been submitted, we'll email you once your nomination is confirmed.

Once your nomination has been confirmed you'll need to **upload your candidate photo and manifesto**, letting students know why they should vote for you. Candidates who have completed their manifesto are significantly more likely to be elected, so it's important you do this before the deadline on 17:00 on February 24th .



Student Elections

2021

There's lots of advice on **planning your campaign** available online [here](#), including specific guides on Creating your Manifesto, Creating Posters and Flyers, and Campaigning on Social Media.

If you would like to **meet with a Students' Association staff member to discuss your campaign**, please email elections@eusa.ed.ac.uk.

