

## STUDENT STAFF ROLE PROFILE

Student staff don't just support what we do, you shape it. This paid role gives you the chance to get involved in meaningful work, build real experience, and make a difference to student life at Exeter.

<b>Role:</b>	Academic Representation Convenor
<b>Working hours:</b>	6 hours per week, term time
<b>Pay:</b>	£14.12 per hour
<b>Supported by:</b>	Academic Representation Lead

Convenors support the day-to-day work of our volunteer representatives by providing clear guidance and developing innovative solutions with reps. They also facilitate the delivery and development of the Guild's wider provision of Academic Representation support across the University.

### What you'll be doing

- Onboard new Academic Reps with an effective introduction to their role and responsibilities.
- Facilitate the delivery of Academic Rep skills training sessions on campus and online.
- Ensure consistent, high-quality information and support is available for our volunteer representatives so that they feel supported in their role and empowered to make change.
- Empower Department Officers to lead on representative activities by supporting their design and delivery of events which foster belonging and positive change-making.
- Support Academic Reps with problem-solving by coaching them through innovative solutions to any queries they have about their role or responsibilities.
- Provide networking and collaboration opportunities for volunteer representatives, both University-wide and within their departments and faculties.
- Develop additional support and resources for courses with low engagement in academic representation, focusing on empowering any students to make change.
- Promote a positive image of the Guild to its volunteer representatives, student members and University stakeholders, through upholding our values and brand.

### What you'll gain

- Experience in stakeholder management, as well as communication and leadership skills.
- Insight into University academic processes and administration.
- Real-world experience supporting volunteers and managing projects.
- Confidence in communicating with different teams and supporting your peers.

### Skills you need

- A passion for ensuring students are represented and empowering others to drive change.
- Able to work in and adapt to a fast-paced, changing environment, demonstrating effective time-management skills and taking responsibility for prioritising workload and tasks.
- Able to work collaboratively with others, working effectively as part of a team and able to communicate with a wide range of people.
- Able to create resources and provide ongoing support to help others build capability and skills.
- Able to design and facilitate engaging training programmes and sessions.
- Able to engage people from all backgrounds and at all levels.

