

Role Profile: Academic Representative

Role title:	Academic Rep
Time required:	Up to 8 hours per activity, flexible
Role type:	Volunteer
Supported by:	Academic Representation Convenor

Academic Reps ensure the voices of their local academic community are heard, listened to, and acted upon. You will collaborate with other reps to analyse views and opinions from students regarding all aspects of their degree programmes, including concerns and thanks about supervision, teaching, and assessment, as well as course administration, learning resources, and personal career development. You will also work with Guild and University staff to ensure specific items are addressed, with a view to making positive changes which are then reported back to students within a reasonable timeframe.

What you'll be doing

- Work with your local Guild officer team to discuss students' academic needs.
- Work with your local student and staff community to bring about positive change.
- Collaborate with other Academic Reps, Full-Time Officers, Guild and University staff.
- Provide students with regular updates to inform them of actions taken and final outcomes.
- Attend events which promote effective representation in the local student community.

Pathway opportunities

- Work with students to review and process their opinions, aiming to identify recurring themes.
- Work with University and Guild staff to develop solutions to any concerns raised by students.
- Attend University committee meetings to represent the views of your academic community.
- Attend Guild and University focus groups to provide insight on the student experience.

What you'll receive

- Induction and onboarding to introduce you to the role and to the Guild.
- Additional soft skills training in communication, changemaking and teamwork.
- Regular drop-ins and termly networking sessions to catch up with staff and reps.
- HEAR accreditation and/or other official recognition, dependent on completing the initial induction and onboarding, core training, and engaging in at least one representative activity.

What you'll need - Time Required

After completing the induction and onboarding process (about **30 minutes**), you will be added to a register of volunteers and contacted when opportunities arise for Academic Rep activities. The time commitment is flexible, and we expect you to spend no more than **8 hours** on each individual activity that you engage with as an Academic Rep.

Details of specific student voice activities can be found online in the [Academic Representation Toolkit](#).

If you are interested in becoming an Academic Rep but are concerned about the time commitment, please contact voice@exeterguild.com and our team will be able to discuss your options.

