

## Role Profile: Department Officer

<b>Role title:</b>	Department Officer
<b>Time required:</b>	0.5-2 hours per week, flexible
<b>Role type:</b>	Volunteer
<b>Supported by:</b>	Academic Representation Convenor

The Department Officers are the student executive team and senior student leaders for their academic department, responsible for ensuring undergraduate and postgraduate taught students have the best student experience possible during their time at Exeter. You will be the principal representative team for your departments' students to the Guild and the University, and will work with members of staff and the Full-Time Officer team, alongside the students in your department community, to promote solutions that will encourage positive change to the student experience.

### What you'll be doing

- Empower the academic community in your department by working with staff and student leaders to improve the student experience (including academic interests, general student wellbeing, and opportunities for their continuous development and engagement).
- Ensure students in every discipline and programme are effectively represented by the Guild.
- Promote opportunities for students to give their thanks, ideas and concerns to the Guild and University, and support a team of Academic Reps for your department who feel empowered to use those thanks, ideas and concerns to make positive change.
- Directly represent the student experience needs of the undergraduate and postgraduate taught student community in your department at appropriate University meetings.
- Collaborate with University leaders and the Guild, including the Full-Time Officer team, to make recommendations that will improve the wider University of Exeter student experience.
- Compile and publish regular Student Experience updates to the students in your department.
- Design, organise and facilitate projects and events which build belonging in the department community, and activities which foster positive change-making and effective representation.

### 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.
- Insight into University academic processes, research design, and administration.
- Regular drop-ins and termly networking sessions to catch up with staff and reps.
- Briefings and workshops on key student representation topics throughout the year.
- Regular meetings with Guild Officers and the Student Voice team to facilitate collaboration.

### What you'll need - Time Required

This is a **part-time voluntary** position. The time commitment for this team is flexible to your specific circumstances and there is a **minimum expectation of 0.5 hours per week** (on average). We expect you to spend no more than **2 hours per week** undertaking activities related to this role.

We understand the needs of certain student groups will mean they have less available time to commit. If you are interested in joining the Officer team but are concerned about the time commitment, please contact [voice@exeterguild.com](mailto:voice@exeterguild.com) and our team will be able to discuss your options.

