

# The Falmouth & Exeter Students' Union Student Council

SU Education Officer (PG Exeter)  
Role Descriptor



# SU Education Officer (PG Exeter)

## Short Description:

You will be working with SU Presidents, SU staff, and the Exeter course rep system, to make improvements to the academic experience of Exeter postgraduates.

The SU Education Officers play a vital role in working with SU to actively maintain and enhance the academic experience of all campus based postgraduate students through support and representation of SU's (Postgraduate) Department Representatives alongside being an active member of SU's Student Council and Executive Committee.

Status:	Part-Time Officer
Elected:	By secret ballot by all Falmouth and Exeter students
Term of Office:	1 Academic Year
Accountable to:	The student body via SU Board of Trustees, SU Student Council, Annual General Meeting and Union General Meetings
Member of/attends:	SU Student Council (twice a term) Cornwall Subject Chair Working Group (twice a term) Meetings with President Exeter (twice a term, at least once with SU Student Voice staff member) Other groups or meetings as appropriate and mandated
Hours:	As the role requires and can be flexible dependent on studies.
Remuneration:	This is a voluntary role, however, out of pocket expenses will be paid where appropriate.

## Role Summary:

- To represent and campaign on the postgraduate learning experience within University of Exeter Cornwall campuses;
- To work closely with the SU President Exeter, other SU education officers, the student rep system, and SU Student Voice staff, to strengthen academic representation within SU.

Responsibilities:

1. To attend all meetings as required by the role;
2. To attend the Subject Chair Working Group Meetings
3. To report news, updates and/or issues from the Subject Chair Working Group to the Student Council and report from the Student Council to the Subject Chair Working Group on postgraduate experience
4. To attend other relevant meetings and make contact with appropriate colleagues within Exeter University and Falmouth Exeter Plus as well as external organisations where appropriate;
5. To liaise with Student Reps and Subject Chairs across the University of Exeter Cornwall Campuses;
6. To work with SU colleagues to deliver on agreed SU priorities regarding education and academic representation;
7. To consult with postgraduate students on academic issues such as teaching quality, feedback, teaching and learning developments, timetabling, placements;
8. To campaign and involve postgraduate students in improving the student learning experience;
9. To raise awareness of academic representation and promote the Student Rep elections for both Student Reps and Subject Chairs in Cornwall;
10. To promote and take part in the SU Awards for Student Reps and Teaching as well as the Students' Guild/Students' Union Teaching Awards as appropriate;
11. To represent Exeter Postgraduates when working with the SU to submit proposals for relevant activity together to enhance this area of SU's work;
12. To manage and report on any budgets received in line with SU procedures;
13. To liaise with, support and be involved with relevant SU societies;
14. To maintain an awareness of and encourage student involvement in NUS academic campaigns and other regional, national and international campaigns of relevance to students where appropriate;

#### General Duties:

1. To undertake training as required to fulfil your role;
2. To conduct yourself appropriately as a public representative of students and SU.
3. To make yourself known to the students you represent;
4. To effectively communicate information and plans with relevant members of the SU team;
5. Ensure that SU policies and procedures are adhered to at all times, and where appropriate, make recommendations and contribute to the amendment or development of a policy;
6. Carry out duties within the scope of the role as set out in the SU Constitution & Bye-laws or as mandated by the SU Board of Trustees, SU Student Council, Referenda and General Meetings;
7. To regularly provide a written report to the SU Student Council on duties undertaken;
8. To promote the SU and student involvement in line with SU branding and marketing guidelines;
9. To deliver a handover for your successor;

#### Key Contacts

- SU President Exeter (Mentor)
- SU Education Officer (UG Exeter)
- SU Postgraduate Taught Officer (Exeter)
- SU Postgraduate Research Officer (Exeter)
- SU Open Officer (Exeter)
- Student Voice Manager