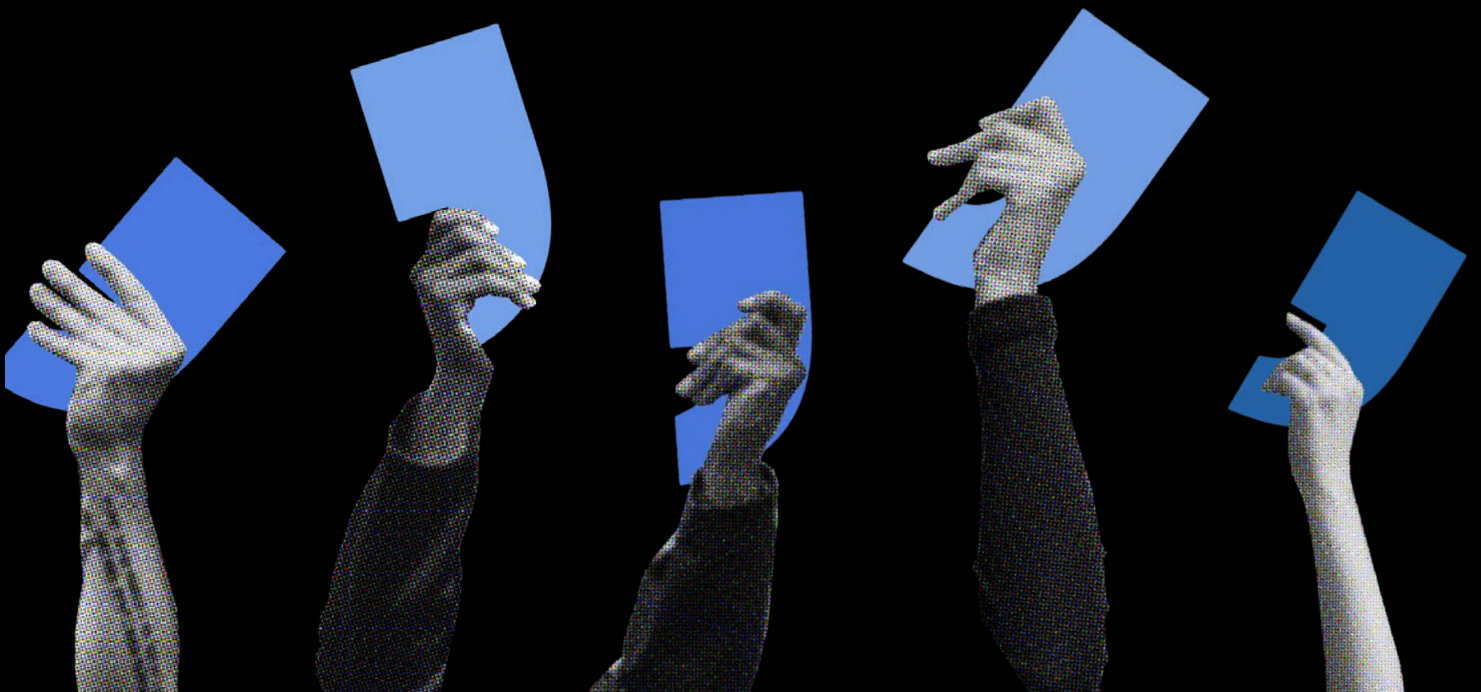


The Falmouth & Exeter Students' Union Student Council

SU Education Officer (UG Falmouth)
Role Descriptor



SU Education Officer (UG Falmouth)

Short Description:

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

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 Falmouth (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 undergraduate learning experience within Falmouth University;
- To work closely with the SU President Falmouth, 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 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;
3. Chair termly SU (Undergraduate) Department Rep Working Group, ensuring balanced representation for all academic departments at Falmouth University;
4. Represent the postgraduate academic experience within SU's Student Council through informed discussion at Department Rep Working Group and feedback to the group following Student Council meetings.
5. Ensure any issues / ideas are properly researched, evidenced and communicated in a professional and proactive manner.
6. Raise common academic issues/ideas in the first place with SU President Falmouth and seek to resolve/ implement these quickly and informally wherever possible.
7. Collaborate with fellow SU Education Officers to identify key trends for escalation to Academic Board.
8. Monitor progress of issues/ideas raised through regular communication with SU President Falmouth.
9. Keep SU (Undergraduate) Department Reps updated on the progress of their feedback for dissemination to SU Course Reps and the wider student community.
10. Aid in the delivery of SU Priorities relating to academic experience in partnership with SU President Falmouth and the SU Student Voice Team.
11. Establish and develop positive and effective communication channels with key contacts, as listed below.
12. To liaise with, support and be involved with relevant SU societies;

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;

Additional Responsibilities:

SU and Falmouth University may require additional support in disseminating key information through your elected channels of communication to the students you represent, including promotion of:

- SU Course Rep Elections (nomination and voting)
- SU Student Council Elections (nomination and voting)
- SU President Elections (nomination and voting)
- SU Awards (nomination and voting)
- Falmouth University Staff Excellence Awards: 'Most Inspirational Member of Staff Award' (nominations)
- Falmouth University Graduation registration (final year students only)

Key Contacts

- SU President Falmouth (Mentor)
- SU (Postgraduate) Department Reps SU Education Officers
- SU Student Voice Team
- Deputy Vice Chancellor (Academic)