

The Falmouth & Exeter Students' Union Student Council

SU International Officer
Role Descriptor



SU International Officer

Short Description:

You will be working with SU Presidents, and SU staff to give International students a platform to be fully represented and enable them to flourish within their University experience.

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) 1:1 with SU President Welfare & Inclusivity (twice termly) Regular updates with SU Student Voice staff NUS International Students Conferences 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 International Student issues within Falmouth University, the University of Exeter, and shared campus services;
- To work closely with the SU Presidents, and SU staff, to ensure that all SU policies, practises and activities provide parity of representation and opportunity for international students.

Responsibilities:

1. To attend any 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. To research, attend and report back on NUS International Conferences
4. To attend other relevant meetings and make contact with appropriate colleagues within the University of Exeter, Falmouth University and Falmouth Exeter Plus as agreed as well as external agencies to ensure that student equality issues are raised;
5. To promote international student issues and good practice to students in consultation with the SU Presidents and relevant SU staff;
6. To promote international student issues within services and support to students in consultation with the SU Presidents and relevant SU staff;
7. To campaign and raise awareness of international student issues;
8. To liaise with relevant student international societies
9. To help to develop effective international policy and practices within SU in line with SU protocols;
10. To work with SU staff and elected Officers to review services and activities and ensure that they promote and support international students and provide a platform for the representation and expression of these students;
11. To input into the planning and delivery of the next Welcome Week programme, particularly regarding international issues;
12. To represent international students when working with the SU team to submit proposals for relevant activity to enhance this area of SU's work;
13. To manage and report on budgets received in line with SU procedures
14. To work with SU colleagues to deliver on agreed SU priorities regarding International Students;.

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

We 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)
- SU Postgraduate Society events
- Falmouth University Staff Excellence Awards: 'Most Inspirational Member of Staff Award' (nominations)
- Falmouth University Graduation registration (final year students)

Key Contacts

- SU Welfare & Inclusivity (Mentor)
- President Student Experience
- President Falmouth
- President Exeter
- SU Student Council
- Student Voice Team
- NUS International Officer