

Job description

Job title: College Representative
Salary: London Living Wage
Hours: 25 during terms 1 and 2, 10 hours during term 3 (total 60)
Reports to: Representation Coordinator (S.U)

Have you been a student rep at SOAS, or are you a new postgrad who wants to get involved? We have an exciting paid opportunity for SOASians who want to champion the Student Voice. We are recruiting for six College Reps, one undergraduate* and one postgraduate per college, who will be leaders and role models for the volunteer student reps.

*Undergraduate applicants must be in their second year of study or above (this includes undergraduates who have just completed their foundation degrees) and we would expect them to have been volunteer reps previously. However, if you feel you meet all the criteria **and** have other relevant experience, we'd still like to hear from you.

Summary purpose of job:

To strengthen the Student Voice within the assigned College by leading, motivating and supporting the College's team of Department Reps, and presenting collated student feedback on the major concerns affecting students within your college. You will not be expected to collect or collate feedback or continue being a volunteer rep, but you will be expected to support volunteer reps.

Duties and responsibilities:

- Represent the views of students in the College
- Support the election and co-opting of Programme Reps within the assigned College by promoting awareness and engagement among all student cohorts
- Present the Rep Network to students in core lectures and other settings as and when required, particularly in Term One
- Support the Representation Coordinator in delivering training to reps
- Lead, motivate and support Department Reps to effectively collate and present student feedback
- Develop and maintain good working relationships with senior members of staff in the college as well as the different departments that belong to it
- Sit on the Student Feedback Panel (SFP) and College-level meetings to present feedback on major concerns
- To read feedback logs and report on them in the aforementioned meetings
- Attend all training and supervision sessions required
- Attend all meetings required to carry out the role, including with the Head of College twice per term, and as required with the Representation Coordinator
- Carry out duties which naturally fall within the reasonable expectations of the role
- Carry out duties in compliance with the rules, policies and procedures of SOAS Students' Union, and SOAS policies regarding equality & dignity and safeguarding at SOAS
- To work within, promote and uphold the student-led and democratic ethos of SOAS Students' Union.

Person Specification

Qualifications:

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| Must be a SOAS student enrolled for the year 2023/24 | Essential |
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Experience:

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| Previous volunteering as a Student Rep at SOAS or similar role elsewhere | Essential for UG, Desirable for PG |
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Knowledge:

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| Understanding of student academic representation at SOAS | Essential |
| Knowledge of S.U democratic structure | Desirable |

Skills and abilities:

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| Ability to develop positive working relationships with students, academics, and support staff. | Essential |
| Ability to take a constructive and co-operative approach to resolving problems | Essential |
| Ability to work as part of a team, and develop transparent ways of working | Essential |
| Excellent verbal and written communication skills | Essential |
| Ability to write clear and concise reports and communications | Essential |
| Organisational skills including time management and prioritisation | Essential |
| Using Microsoft Office 365 software, including Outlook and MS Teams, or willingness to learn | Essential |