

Job description

Job title: College Student Voice Assistant
Salary: £100 per term, over three terms (Oct 2022 to July 2023).
Hours: Approx. 8 hours each term
Reports to: Representation and Research Coordinator (S.U)

Recruiting 6 posts, one undergraduate student (in their second year or above) and one postgraduate student per College, each being enrolled for the 2022-23 academic year within the same College.

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. To be the main point of contact for broader feedback within the Colleges through chairing/organising the College Assembly for Reps; collecting and presenting student feedback at the school-level Student Feedback Panel and with the S.U.

Duties and responsibilities:

- Support the election and co-option of Course Reps within the assigned College by promoting awareness and engagement among all student cohorts.
- Lead, motivate and support Department Reps to effectively collate and present student feedback.
- Maintain regular contact with the team of Reps in the College through sending occasional updates, news and requests for feedback as appropriate.
- Organise and chair the student-lead College Assemblies for Reps, to be held once per term. The chairing can be taken in turns with the other College Student Voice Assistant.
- Identify student concerns and patterns in student feedback which require escalation and raise these at the appropriate level.
- Represent the views of students in the College.
- 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.
- Act as a key communication link between the S.U, the University, and students.

Other

- Attend all training and supervision sessions required
- Attend all meetings required to carry out the role.
- 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 and dignity at SOAS.
- To work within, promote and uphold the student-led and democratic ethos of SOAS Students' Union.

Table of core duties

		Frequency	Estimated time
1	Training(s)	Term 1	1 hours
2	Support election of Reps	Start of term 1 only	40 mins
3	Maintaining contact and gathering feedback from Reps; sending email updates / reports	ongoing	2 hours per term
4	Attend and chair CAR	1x term	1 hour meeting 40 mins preparation and follow up
5	Attend SFP	2x term	2 hours per term
6	Supervisory check-in's	Approx 2x term	40 mins per term

Person Specification

Qualifications:

Must be a SOAS student enrolled for the year 2022/23 essential

Experience:

Previous volunteering as a Student Rep at SOAS or similar role elsewhere desirable

Knowledge:

understanding of student academic representation at SOAS
desirable

Knowledge of S.U democratic structure desirable

Skills and abilities:

Ability to develop relationships with students and academics 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

Computer literate essential

Use of Microsoft Office 365 inc. MS Teams or willingness to learn desirable