



**Undergraduate School
Representative**



Bristol SU

Undergraduate School Representative Role Description

The role

School Reps are students who represent their academic school rather than just their course and year of study. They work with other reps and university staff to improve the student academic experience as part of the university's quality assurance and enhancement processes. They do this by representing issues and priorities to staff at school and faculty level, ensuring they get feedback from Course reps within the school to get a wide range of views.

School Reps are also full voting members of Student Council, ensuring that students in their school have a voice in key SU decisions.

Some schools choose to elect their School Rep through the main elections. If your school does, this role will be available to you on the Elections portal to self-nominate and vote for.

Core responsibilities as a School Rep are:

Gathering and understanding students' opinions

- Regularly communicating with your peers to hear their opinions
- Sending out more formal surveys/questionnaires when appropriate
- Ensuring that you are truly representative by considering students' varied experiences and backgrounds
- Attending Bristol SU democratic events such as Student Council and Annual Members Meeting, to represent your course and to contribute to university-wide student issues.

Working with both staff and students to find solutions

- Attending Student-Staff Liaison Committees (SSLCs) in your school to report findings to university staff.
- Through SSLC, to keep abreast of student issues in the school
- Represent the school on Faculty Student Staff Liaison Committee (and other appropriate committees) by collecting feedback from Course Reps
- Feedback information from faculty level meetings to the school level committee and students within the school
- Working with staff to raise and resolve issues where appropriate.
- Working with other School Reps to be a powerful collective voice.
- Communicating and working with your Faculty Rep on issues that go beyond just your course.
- Taking part in student-led change through consultations, forums and Rep training events.

Communicating outcomes and updates back to your course-mates

- Reporting results, explanations and changes back to course reps in your school after meetings with university staff
- Reporting key successes and progress to your Faculty Rep, or directly to the Bristol SU Academic Rep team

Time Commitment:

School Reps spend an average of 1-2 hours a week on their role during term-time. This includes fixed term commitments (such as Faculty Student-Staff Liaison Committees or Student Council) and communicating with their fellow students. There will also be a programme of training for you to access in your role.

The position runs from June to June the following year.

If you are interested in standing for this role and want to know more about what it's like on a day-to-day basis, email bristolsu-representation@bristol.ac.uk.