



Student Representative

Purpose of the role

Empower the student voice to enable positive and impactful change at Arden University. This is your chance to listen to your peers and express your observations on matters relating to courses and academic experiences as well as wider student experience. This is an opportunity to brainstorm and deliver unique solutions to enhance student experience by working in partnership with staff members at Arden University and the Students' Association.

What you will be doing

In this role you will be performing the following activities and tasks:

- Gather and collate feedback on your course and present it to the relevant academic staff members.
- Share what students think, need, and worry about with the University.
- Attend quarterly committee meetings throughout the academic year, sharing feedback, advocating student interests, and working in partnership with staff to come up with solutions.
- Close the feedback loop by sharing discussions and resolutions to students after each meeting.
- Be a role model for other students, promoting positive behaviour and active engagement by encouraging participation in key surveys.
- Signpost students to the right help.

Additional tasks and opportunities may be offered to you where relevant to the role. These opportunities would be voluntary and undertaken separately to this role.

What you will not be doing

In this role you should avoid doing the following:

- Resolve, or take on case work, of issues, complaints, and concerns raised by individual students. Student Reps should signpost these students to relevant services.
- Conduct any informal socials, events or activities without prior knowledge of or agreement from the volunteer supervisor.

These tasks specifically fall outside the remit of the role and should not be undertaken at any point.

Volunteer Supervisor

Every volunteer role with Arden University will have a named supervisor. This may be an individual or department. For this role the volunteer supervisor will be:

Arden University Students' Association Representation Coordinator
studentvoice@ardenuniversity.ac.uk

Where this changes the relevant volunteers will be informed.

Additional information about this role

We aim to provide as much information as possible to potential volunteers. If you do have any questions about this role, please direct them to: Arden University Students' Association (studentvoice@ardenuniversity.ac.uk).

Start and end dates

The volunteering period for this role is:

Start: at the earliest possible point

End: end of the current academic year (end of July) or when you cease to be a student whichever is sooner.

Successful applicants will only start the role once they have completed their induction and returned a signed volunteer agreement.

Time commitment

Volunteers are not mandated complete a set amount of time per week. However, we expect you to meet time commitments and give reasonable notice when you are not available so that arrangements can be made.

Volunteers in this role can expect to commit the following amount of time to the role:

| | |
|---|----------------------------------|
| Induction and core training | 1 -2 hours |
| Feedback collection and closing the feedback loop | 2 - 10 hours per teaching block. |
| Programme committee meetings | 2 hours per teaching block. |

This is an estimate of the typical amount of time our volunteers dedicate to this role.



What you get out of this role

You can expect to get the following out of this role:

- Certificate of recognition
- Development of skills such as: networking; leadership; organisation and planning; effective communication; time management; and negotiation
- Rep community and celebration events and activities

This is not an exhaustive list.

Interested in this role?

It is great that you may be interested in this role with us at Arden University!

Recruitment process

This role will be recruited through an expression of interest.

You should complete the expression of interest form available through the Students' Association website (www.ardenstudents.org/bearep/). Once you have completed the form a member of the Students' Association team will be in touch with next steps.

Where applicable, you may be asked to attend a virtual call where your expression of interest may indicate you require support or reasonable adjustments for the role.

We encourage potential volunteers to reach out to us where they would find reasonable adjustments beneficial for the recruitment process.

Experience, skills, and abilities advantageous to this role

The following experience, skills, and abilities prove beneficial in the performance of this role.

- Current Arden University student.
- Confident to communicate with a range of individuals.
- Able to articulate their views and the views of others well.
- Passionate about improving the experience of students at Arden.

It is not a requirement that you have all these as we will support you to develop you through training and development opportunities.

Equal Opportunities

Arden University wants to meet the aims and commitments set out in its EDI policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the volunteer community in encouraging equality and diversity.

