

# Continuing Education Divisional Representative Role Description

## PLEASE NOTE: THE ROLE OF DIVISIONAL REPRESENTATIVE IS A STUDENT VOLUNTEER POSITION

Oxford SU is a charity that exists to represent the 24,000 students studying at the University of Oxford. As a student-led democratic membership organisation, an SU is unlike any other charity. It's the issues that matter to students that drive us. Here, they can feel assured that their views count, their voice is strong, and together we'll work to make student life even better.

We're committed to ensuring our workforce reflects the diversity of the world and community we're based in. We positively encourage applications from all individuals irrespective of their gender, age, home country, ethnic background, sexuality, religious beliefs or disability.

## About the role

Divisional Representatives are an important part of the student representation system, and as a Divisional Rep you will be responsible for representing thousands of students at a University-wide level. Divisional Reps feed into our wider academic representation structures and offer oversight to divisions on current student issues and sentiment, working closely with students in your division as well as course reps and sabbatical officers.

We need student representatives from Humanities; Social Sciences; Mathematical, Physical and Life Sciences; the Department for Continuing Education; and Medical Sciences. We are looking for a Matriculated and a Non-Matriculated representative for Continuing Education. This role is to serve for academic year 2022/2023, so you must be an active student of the University (this can be a part-time student for the Continuing Education roles). We call all student representatives from these parts of the University 'Divisional Reps'.

Divisional Representatives will attend University Divisional Boards, as well as other committees you may be invited to. Div Reps will also attend Oxford SU Student Council and other meetings that may be arranged with the Sabbatical Officers and the Divisional Reps. Divisional Reps will also engage in feedback gathering for students within their division and reporting the current student issues back to your divisions. Div Reps will also network with course representatives in their division as well as the other Divisional Representatives to ensure a collaborative and coherent approach to academic representation. \*

\*While arrangements for board attendance may differ for the Department for Continuing Education, which is a department and not a division, they are otherwise the same.

## About You

We are looking for students who are passionate about academic matters, both within their division and in the wider HE context, and who are excellent communicators and collaborators. You will need to report progress, seek advice from, and work alongside the Oxford SU Sabbatical Officers. No previous experience is necessary, only a willingness to

develop your skills and work with others. You will be guided by the Policy & Representation Coordinator, a staff member in Oxford SU, every step of the way.

## Working Hours

This is a volunteer position and Divisional Representatives should be directed to put in as much time as they feel they are able to into the role. However, there are set meetings and expectations that Divisional Representatives should adhere to. We expect that the average time commitment for ContEd reps to be around 5 hours per month. For Reps who are studying part-time and / or who may also have work or caring commitments, attendance and time commitment expectations may be reduced accordingly. When they cannot attend meetings in Oxford, arrangements to join meetings online will be made where possible

## Salary

This is a volunteer position. Expenses will be reimbursed where agreed.

## Application Deadline

Sunday 9<sup>th</sup> October at 11:59.

## Interview Date

Interviews are scheduled to take place in the week commencing the 10<sup>th</sup> October.

## How to apply

Please complete the Microsoft Forms application on the SU page, making sure to clearly state whether you are applying to be a Matriculated or Non-Matriculated Representative.