

Oxford University Department for Continuing Education (OUDECE)
Divisional Representative Role Description

Position:

- OUDCE Matriculated Divisional Representative (1x matriculated student)
- OUDCE Non-matriculated Divisional Representative (1x non-matriculated student)

Type: Student Volunteer Position.

Term: Academic year 2024-2025.

About the Student Union:

Welcome to Oxford SU, a dynamic charity dedicated to representing the diverse community of students studying at the prestigious University of Oxford. We're not your typical charity; we're student-led and driven by the issues that matter most to our students. Our mission is to ensure that every student's voice counts, and together, we strive to enhance the experience of students from the Department for Continuing Education (OUDCE) at Oxford.

We are committed to fostering an inclusive environment, and encourage applications from individuals of all backgrounds, regardless of gender, age, nationality, ethnicity, sexual orientation, religious beliefs, or disability status.

About the role:

At the Oxford SU, we are passionate about academic representation. That's why we're looking for enthusiastic students to serve as Divisional Representatives (known as 'div reps') from all five divisions: Humanities; Social Sciences; Mathematical; Physical and Life Sciences; Medical Sciences and the Department for Continuing Education (for both matriculated and non-matriculated students). Div reps play a pivotal role in representing thousands of students at a university-wide level, making them vital contributors to student representation.

We are looking for two Divisional Representatives for the Oxford University Department for Continuing Education (OUDCE), representing the community of matriculated and non-matriculated students respectively within the Division. You will work alongside a variety of stakeholders, including other div reps within and beyond OUDCE, course and student representatives within OUDCE, divisional staff, the SU and the wider academic reps network across the University.

The Department for Continuing Education provides lifelong learning opportunities and specialises in the provision of part-time courses for around 17,000 students annually. These include evening classes and online courses, professional development programmes, and undergraduate and postgraduate qualifications (up to DPhil), which are usually taken alongside work or caring commitments (find out more: [Mission, vision and values | Oxford University Department for Continuing Education](#))

Key Features:

- Gain valuable insight into education policies in the OUDCE
- Be a prominent voice in academic representation
- Collaborate closely with fellow students and course representatives within the Department
- Provide critical feedback to sabbatical officers
- Be a part of SU's consultation on its transformation plan

Key Responsibilities:

- Attend the Continuing Education Strategic Management Board and other relevant committees.
- Engage in meetings with sabbatical officers and other divisional reps.
- Actively collect feedback from students within the Department.
- Relay student feedback to the Department.
- Foster connections with course representatives.
- Collaborate with fellow divisional representatives and the wider reps network on academic issues
- Accountable to the student body and keep them updated of your work

Working Hours:

- This is a voluntary role, allowing you to contribute as much time as your schedule permits.
- Anticipated time commitment averages around 10 hours per term, depending on division committee schedules.
- For div reps who study part-time or have work or caregiving responsibilities, we accommodate reduced attendance and time commitment.
- Virtual meeting options are available for when in-person attendance isn't possible.

What we are looking for:

We are looking for students who undertake responsibilities with an organised and flexible approach and are interested in Higher Education policies and passionate about amplifying the student voice. Attending division committee meetings is a significant part of the role and you will be actively collecting feedback from course representatives and students via formal and informal channels. Prior experience in a similar role is desirable but not necessary, just a strong willingness to develop your skills and collaborate effectively with others. We provide initial training at the outset of your role and ongoing support during your term.

Key criteria for candidates:

- Enrolled as a matriculated and non-matriculated student respectively within the Department for Continuing Education.
- Passion for academic matters, both within their division and in the broader Higher Education context.
- Excellent communication skills.
- Ability to collaborate with other reps and divisional staff

- Ability to gather and process information and feedback from students in the Continuing Education division.

Applications:

Ready to make a difference in academic representation? Applications for the matriculated and non-matriculated div reps from the Department for Continuing Education are now open! To be considered for the roles, please complete the Google Form linked below. After the application period closes, we will shortlist candidates for interviews.

Application form: <https://forms.office.com/e/c320cpCLYL>

Application Timeline:

- Applications close at 10am on Wednesday 8th May 2024
- Shortlisted applicants will be invited for an online interview in the week of 13th May 2024