

Department for Continuing Education
Divisional Representative Role Description

Position: Continuing Education Divisional Representative (1x matriculated student).

Type: Student Volunteer Position.

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.

This role will span the entire 2023/24 academic year.

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 student issues and sentiment in the Department for Continuing Education.
- Be a prominent voice in academic representation.
- Collaborate closely with fellow students and course representatives within the Department.
- Provide critical feedback to sabbatical officers.

Key Responsibilities:

- Attend the Continuing Education Strategic Management Board and other University committees.

- Participate in Oxford SU's Student Council.
- 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 on academic issues

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:

No prior experience is 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 from our sabbatical officers and the Student Union's Policy and Representation Coordinator.

Key criteria for candidates:

- Student from 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 div reps.
- 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 this role, please complete the Google Form linked below. After the application period closes, we will shortlist candidates for interviews.

<https://forms.office.com/e/64Tanj5T6z>

Application Timeline:

- Applications close at noon on Wednesday 8th November
- Shortlisted applicants will be interviewed in the week of 13th November
- Training will take place in the week of 20th November