

**Medical Sciences Division (MSD)**  
**Divisional Representative Role Description**

**Position:**

- MSD Undergraduate Divisional Representative (1x MSD undergraduate student)
- MSD Postgraduate (taught) Divisional Representative (1x MSD postgraduate taught student)
- MSD Postgraduate (research) Divisional Representative (1x MSD postgraduate research 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 all students 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 have enthusiastic students serving 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 three Divisional Representatives for the Medical Sciences Division, representing the community of undergraduate, postgraduate (taught) and postgraduate (research) students respectively within the Division. You will work alongside a variety of stakeholders, including other div reps within and beyond the MSD, course representatives, MSD divisional staff, the SU and the wider academic reps network across the University.

16 departments and their related centres, units and institutes based in Oxford and across the world make up the Medical Sciences Division (MSD). In 2023, it is ranked number one in the world for medicine (clinical, pre-clinical and health). The Division is home to more than 2300 graduate students. It is committed to creating an equal and diverse environment to work and study. You can find out more about the MSD here: [About Us — University of Oxford, Medical Sciences Division](#).

**Key Features:**

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

**Key Responsibilities:**

- Attend SU training session
- Represent MSD students on the Divisional Board
- Attend relevant committee meetings within the MSD
- Engage in meetings with Sabbatical Officers and other divisional reps
- Actively collect feedback from students within the MSD
- Relay student feedback to the MSD
- 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 beyond your core responsibilities
- Anticipated core commitment averages around 3-4 hours per week during term time, depending on division committee schedules
- 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 an undergraduate, postgraduate (taught) or postgraduate (research) student respectively within the MSD
- Passion for academic matters, both within the MSD and in the broader Oxford and 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

**Applications:**

Ready to make a difference in academic representation? Applications for Divisional Reps of the MSD is now open! To be considered for the roles, please complete the Microsoft 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 8<sup>th</sup> May 2024
- Shortlisted applicants will be invited for an online interview in the week of 13<sup>th</sup> May 2024