

Medical Sciences Division
Divisional Representative Role Description

Position: Humanities Postgraduate (taught) Divisional Representative (1x postgraduate taught student).

Type: Student Volunteer Position.

Term: Hilary and Trinity 2024.

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.

This position is open to reflect the recent changes within the SU and the University to increase the number of postgraduate divisional representatives. You will work closely alongside the postgraduate (research) divisional representative of the Medical Sciences Division.

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 student issues and sentiment in the Humanities Division
- 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

Key Responsibilities:

- Attend SU training session
- Attend relevant committee meetings within the MSD
- Attend Student Council meetings as voting members
- Report at Student Council on your work once every term
- 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 on academic issues

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:

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:

- Enrolled as a postgraduate taught student 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 the postgraduate (taught) div rep of the MSD is now open! To be considered for this role, 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/VNJ4WjyeQD>

Application Timeline:

- Applications close at noon on Monday 15th January
- Shortlisted applicants will be interviewed on Thursday and Friday, 18th and 19th January
- Training will take place in the week of 22nd January