

**Social Sciences Division (SSD)**  
**Divisional Representative Role Description**

**Position:**

- SSD Undergraduate Divisional Representative (1x SSD undergraduate student)
- SSD Postgraduate (taught) Divisional Representative (1x SSD postgraduate taught student)
- SSD Postgraduate (research) Divisional Representative (1x SSD postgraduate research student)

**Type:** Student Volunteer Position.

**Term:** Academic year 2024-25.

**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 Social 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 SSD, course representatives, SSD divisional staff, the SU and the wider academic reps network across the University.

The Oxford Social Sciences Division represents one of the largest groupings of social scientists in the world. Over 5,000 students are enrolled on the wide-ranging, innovative programme of undergraduate and postgraduate courses within the division. The SSD is committed to increasing the diversity of the people, scholarship and teaching across the division. You can find out more about the SSD here: [Welcome to the Social Sciences Division | Social Sciences Division \(ox.ac.uk\)](https://www.ox.ac.uk/social-sciences-division).

**Key Features:**

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

#### **Key Responsibilities:**

- Attend SU training session
- Represent SSD students on the Divisional Board
- Engage in meetings with sabbatical officers and other divisional reps
- Actively collect feedback from students within the SSD
- Relay student feedback to the SSD
- 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 divisional 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 SSD
- Passion for academic matters, both within the SSD 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 div reps of the SSD 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 8th May 2024
- Shortlisted applicants will be invited for an online interview in the week of 13th May 2024