

**Social Sciences Division**  
**Divisional Representative Role Description**

**Position:** Social Sciences Postgraduate (research) Divisional Representative (1x postgraduate research 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 representatives. You will work closely alongside the postgraduate (taught) divisional representative of the Social Sciences Division.

The Oxford Social Sciences Division (SSD) 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 student issues and sentiment 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

**Key Responsibilities:**

- Attend SU training session
- Attend relevant committee meetings within the SSD
- 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 SSD
- Relay student feedback to the SSD
- 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 research student 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 the postgraduate (research) div rep of the SSD 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 15<sup>th</sup> January
- Shortlisted applicants will be interviewed on Thursday and Friday, 18<sup>th</sup> and 19<sup>th</sup> January
- Training will take place in the week of 22<sup>nd</sup> January

