



## Department Officer

### Role Overview

The Department Officers are the most senior student representatives for their academic department and faculty, representing undergraduate and postgraduate taught students registered at Exeter campuses. You will work with other Academic Volunteers and students, alongside the Full-Time Officers and staff, to promote solutions that will encourage positive change to the student experience.

### Duties and Responsibilities

- Represent the views and needs of the undergraduate and postgraduate taught student community in your department, focusing on overall student experience (such as academic interests, student wellbeing, and opportunities for engagement).
- Collaborate with the Guild to develop the academic community within your department by working with, academic volunteers, society committees, and other student leaders.
- Support and empower the academic reps in your department to make sure students on different programmes are effectively represented.
- Collaborate with and support other Department Officers, Full-Time Officers, and University leaders to make positive change.
- Collaborate with all department officers to write and disseminate termly updates.
- Engage with Guild run networking and workshop sessions.
- Attend academic representation toolkit events as appropriate.

### Development Opportunities (optional)

- Attend additional University meetings to represent your academic communities views, and/or to provide insight on the student experience.
- Undertake Chair training and chair meetings between students and University staff members.
- Research specific aspects of student experience and write reports to inform discussions and change-making in your department and faculty.
- Lead on local campaigns, projects and events.

### Support Available

- Guild staff support, including: onboarding, weekly drop-in's, networking sessions, academic volunteer briefings and workshops.
- Guild delivered core training: Equity, Diversity, and Inclusion, and Communication, Changemaking and Closing the Feedback Loop.
- Regular meetings with Guild Officers and the Student Voice team.

### Time Required

This is a **part-time voluntary** role. The time commitment for this role is flexible to your specific circumstances and there is a **minimum requirement of 0.5 hours per week** (on average). We expect you to not spend more than **2.5 hours per week** (term time only) undertaking activities related to this role.

We understand the needs of certain student groups will mean they have less available time to commit. If you are interested in becoming a student representative but are concerned about the time commitment, please contact [voice@exeterguild.com](mailto:voice@exeterguild.com) and our team will be able to discuss your options.