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Department of
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Alumni
(SSAD)



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Become an

Academic Rep

Represent
your
coursemates

Extensive
Training
Programme

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Department

Volunteer Now



Start here:

Contact:

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CITY
Students'
Union

Academic Representative Role Descriptor

An Academic Representative (Academic Rep) is an undergraduate or postgraduate student volunteer who represents students on a programme to their department. Across the year they work with classmates and departmental staff to enhance the academic experience that their programme provides.

Time Commitment

- 1 hour per week, term time only.

Core Responsibilities of an Academic Representative

By volunteering to become an Academic Rep, a student will do the following:

- Be a public representative for students to the department.
- Reach out and discuss with coursemates about their academic experience.
- Contact and raise ideas or issues with staff contacts and Academic Reps.
- Update students of on-going issues, as well as outcomes of meetings.
- Attend Student Staff Committee pre-meets with other Academic Reps.
- Attend or share ideas with Student Staff Committees and staff.
- Complete Core Academic Representative Training provided by the SU.

Development Opportunities

Across the year Academic Representatives have access to an extensive training programme which allows them to specialise in areas they are interested in. By doing so, an Academic Rep can take on further opportunities within their department.

Please note: These extra opportunities are not compulsory or expected of Academic Representatives. The developmental opportunities are broken down into three areas and defined as follows:

1. **Inquiring:** Develops research skills such as report writing, career development and higher education policy.
2. **Negotiating:** Develops leadership skills such as chairing meetings and public speaking and partnership working.
3. **Organising:** Develops knowledge in specialist areas, such as liberation within the curriculum, sustainability and mental health campaigning.

Any questions regarding the Academic Representation Role Descriptor can be sent at: studentservices@citycollege.sheffield.eu