



Course Representative Role Description

As a Course Representative, you are the voice of your peers. Your job is to gather their feedback, seek resolutions from SSCC meetings and represent your course to both current and potential students.

You will need to be elected by your cohort. Elections take place in the first lectures of the year and any current student can run for election.

Overview of role:

- To gather comments and concerns from fellow students on matters relating to the academic experience for your course
- To represent students on your course in Student Staff Consultative Committee (SSCC) meetings by raising student feedback – presenting any student concerns as well as positive experiences and ideas for improvement
- To provide feedback and outcomes of SSCC meetings to your fellow students
- To represent the Students' Union and promote the Academic Representation structure and other Students' Union activities to the students of your course
- To represent your subject area at Newman University's recruitment events

Responsibilities:

- 9 hours of your academic year
- Attend 1 SSCC meeting per semester
- Represent your subject area at Newman University's recruitment events
- Attend training
- Attend course representative social cafes

Benefits of being a Course Representative:

- HEAR accreditation – this will go on your HEAR report and employers will recognise the extra-curricular activity you will have undertaken whilst at university
- Developing your communication and interpersonal skills
- Experience of working with a variety of people at different levels across the university
- An opportunity to meet other students, and build relationships with staff and Newman Students' Union
- An invitation to attend Academic Representative social events
- Representing your subject area during open events to inform potential new students of your course and provide subject specific information to those interested in your subject area
- Access to additional training, workshops and events
- The chance to go to the #OneCity Rep Conference and NUS National Rep Conference

For further information please contact **Gill Leedam** (Academic Representation Officer) on leed400@newman.ac.uk, **Tom Ashford** (SU President) on SU-president@newman.ac.uk or by calling 0121 476 1181 ext. 2489 or **Emma Beenham** (Membership Services Coordinator) on e.beenham@newman.ac.uk or by calling 0121 476 1181 ext. 2291