

Vice President (Academic Affairs)

Elected by: Cross Campus Ballot
Status: Sabbatical Officer, Executive Member
Term of Office: 54 weeks
Pay: Sabbatical

Responsible to: General Meeting
Student Council
Students' Union Committees

Job Profile

Main purpose of job:

- to serve as a Trustee of the Union.
- to attend all relevant Union and University meetings as outlined in the Constitution
- to ensure thorough overall representation of the membership in accordance with the Equal Opportunities policy
- to positively promote the aims and objectives of the University of Bath Students' Union
- to carry out any other duties set out in the Union Constitution or instructions Student Representative Council may give
- overall co-ordination of the Union's academic services and campaigns
- to be responsible for the advancement and co-ordination of the SORTED programme in association with the Training and Development Manager and all Union officers
- as a member of the Executive, to be responsible for the day-to-day direction of the Union in line with the Union's aims and objectives and policies set by Constitutional meetings
- to act as a resource to Part-time Officers, reps and volunteers and actively support them in their work

Specific Duties:

- to actively seek student feedback on issues which affect their educational provision and to represent the best interests of all students to the University at all times
- to be responsible for the recruitment, support of and close communication with all academic representatives
- to co-ordinate the activities of student representatives on the statutory bodies and committees
- to encourage and co-ordinate the training and development of all academic representatives in conjunction with the Training and Development Unit.
- to ensure support and information is provided to students who have academic-related problems respecting confidentiality at all times
- to provide students with information and support on course changes and course/departmental problems to represent individual students to the University on matters affecting their academic work
- to attend and submit papers to the relevant University academic committees, including Senate and its sub-committees
- to co-ordinate campaigns on educational issues and to promote and further these both locally and nationally
- to co-ordinate the provision of information and advice on study skills
- to maintain contact and provide information from groups and working groups which work on academic related issues
- to liaise directly with Union advice workers to gain information and to follow up any issues pertinent to students
- to work with the University to ensure and improve learning and teaching quality and standards
- to liaise with the Student Support where appropriate on education issues relevant to welfare issues
- to oversee, in conjunction with the Academic and Welfare Manager the maintenance and updating of information resources on departmental, University-wide and external academic related issues
- to deputise for the President when required