

Academic Officer

Term: 01/07/2021-30/06/2022

Contract hours: 35 hours per week

Salary: £19,587.15 per annum

Key Responsibilities

Of all Sabbatical Officers:

- To fulfill your manifesto to the best of your ability
- To promote and defend the rights of all members
- To implement and uphold the Constitution, Bye-Laws and Policy of the Union
- To be accountable to the student body by attending and presenting at General Meetings, Officer Group and any other required meetings
- To ensure the membership are kept informed of the actions of the Officer Group and to promote opportunities to participate in the Union
- To work with and support other elected representatives to fulfil mandates from the student body

Of the Academic Officer:

- Regularly meet with Academic Representatives to plan large scale campaigns, develop policy and discuss student concerns
- Work with University departments to develop and improve student representation across campus so students feel they are being effectively represented
- Oversee the election, training and work of over 300 Course Reps
- Oversee the recruitment, training and work of Department Reps
- Work with Careers, departments and other officers to ensure that there is an employability strategy in place that is relevant and effective
- Present student opinions and ideas at University level committee meetings

Opportunities

- To be an Officer Trustee of a Charity
- To lead on University-wide campaigns to better the academic experience of all students studying at the University
- To work with a range of people to organise and deliver large scale projects that will make long-lasting change to benefit students
- To liaise with local and national bodies, including but not limited to Heslington Parish Council, the City of York Council, and Parliament, to uphold the reputation and interests of students in the community and across the media
- To attend national conferences and share best practice with student unions across the country

Support

You will be supported by a team of full-time staff members to help make your ideas a reality. You'll also work closely with Senior University Management who have a wealth of knowledge and experience they can share with you. You will be supported by other elected officers and the Academic Representation network across the University.

BE EXTRAORDINARY