

Disability & Academic Support Rep

September - June, Part-Time, Voluntary

Aim

The aim of this position is to represent your School's students on disability and academic support matters. The Disability & Academic Support Rep will improve their School's and the University's support services, host events with support from other reps and coordinate feedback on related issues. The role holder will have the power to lobby and influence support services in their School, Faculty and St Andrews more broadly.

Key Responsibilities

What you will be doing:

- Attend the Disability Rep Forum where you will have the opportunity to give feedback to Student Services, Director of Education and Director of Wellbeing
- Collaborate with other Disability & Academic Support reps across the University to share best practice and spread workload
- Work with the Community & Events rep to put on any events you would like to host in your School
- Support your School President in their disability, wellbeing, and academic support campaigns and initiatives. This may include supporting with work related to extensions policies, diverse learning styles, or equal access to educational opportunities.
- Work with the Student Services to help make students more aware of the services available to them
- Attend your School's Equality, Diversity and Inclusivity Committee alongside the School President

How you will be doing it:

- You'll receive training on disability, representation and active listening and be supported by your School's Community & Events rep and School President
- You will gather feedback from students in your School on disability and academic support-related issues, with guidance from your School President and the Students Association
- You will provide advice to School Presidents
- You will collaborate with other Disability & Academic Support Reps from across the University
- You will help direct students towards sources of support alongside the School President
- You will be in touch with your School's Wellbeing Officer, who is a permanent member of academic staff whose remit it is to support wellbeing
- You will be in touch with your School's Disability Coordinator and the Disabled Students Network

Essential Characteristics: A determination to improve support services in your School and dedication to your role.

Useful Skills or Characteristics

- Working as part of a team
- Organisational skills
- Good communication skills
- Commitment and dedication

Skills you can expect to learn and develop

- Develop the ability to gather feedback and improve your communication skills
- Increase organisational skills and flexibility
- Gain experience of working with a diverse team of other academic representatives
- Get a better understanding of your School, wellbeing principles and disability

Expected time commitment: Generally between 1 and 3 hours weekly. Some weeks will be more demanding than others.

Training needs: General Class Rep Teams training (Sep 24/25), active listening training, and School Role training on disability and representation