

Online Learning Rep

September - June, Part-Time, Voluntary

Aim

The aim of this position is to represent your School's students on online learning matters. The Online Learning Rep will improve their School's online services, coordinate feedback on technology-enhanced learning and the University's virtual offering. You'll also specifically represent distance-learning students. The role holder will have the power to lobby and influence online services in their School, Faculty and St Andrews more broadly.

Key Responsibilities

What you will be doing:

- Attend the Online Learning Rep Forum where you will have the opportunity to give feedback to the University (CEED) and Students Association Director of Education
- Collaborate with other Online Learning reps across the University to share best practice, conduct surveys and spread workload
- Support your School President in their online initiatives
- Work with the University to help make students more aware of the services available to them such as FindSpace, for example

How you will be doing it:

- You'll receive training on online services provided by the University and methods of feedback gathering
- You will gather feedback from students in your School on online and TEL-related issues, with guidance from your School President and the Director of Education
- You will provide advice to School Presidents
- You will collaborate with other Online Learning from across the University
- You will be in touch with your School's Information Officer (if applicable), who is a permanent member of staff whose remit it is to support online provision

Essential Characteristics

A determination to improve careers services in your School and some prior knowledge of events planning

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 the University and online resources available to students

Expected time commitment

Generally between 2 hours weekly. Some weeks will be more demanding than others.