

Secretary

September - June, Part-Time, Voluntary

Aim

The aim of this position is to support your School's feedback processes and your School President. The Secretary will maintain an organised administrative system on behalf of the School President and attend SSCC meetings to minute them. The role holder will be in control of ensuring 'you asked, we did' feedback loops are maintained, so that students are aware of academic representative successes.

Key Responsibilities

What you will be doing:

- Minute all academic feedback sessions in your School – including but not limited to Staff Student Consultative Committee (SSCC) meetings
- Collaborate with other academic reps across the University to share best practice and spread workload
- Support your School President in their initiatives
- Work with the School President and the Community & Events rep to make sure students are aware of academic representative successes (via social media and email)

How you will be doing it:

- You'll receive training on minute-taking and closing the feedback loop to help you with your role, and be supported by your School's Community & Events rep and School President
- You will be an incredibly central and important component of academic representation in your School
- You will provide advice to your School President
- You will collaborate with other academic reps in your School's rep team
- You will attend every SSCC meeting in your School

Essential Characteristics

You should be organised and dedicated to your role, willing to learn and improve minute-taking.

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 minute 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 meeting etiquette and transferable skills

Expected time commitment

Generally 1 hour weekly. Some weeks will be more demanding than others.