

# Arts/Divinity Faculty President

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July - June, Part-Time, Voluntary

## **Aim**

The aim of this position is to represent undergraduate students in the Faculty of Arts & Divinity on academic matters at a University-wide level and to provide support for the Director of Education and School Presidents. You will be one of the undergraduate representatives on the Academic Council and Executive Education Committee.

## **Key Responsibilities**

*What you will be doing:*

- Be a full member of the Academic Council
- Serve on the Students' Representative Council
- Attend Education Committee meetings and School Presidents' Forums
- Oversee and supervise the Working Groups of Education Committee
- Attend Student Library Users Group twice a semester
- Attend Teaching Infrastructure Users Group twice a semester
- Manage the Class Representatives for interdisciplinary modules
- Support the School Presidents system

*How you will be doing it:*

- Prior to Academic Council, you will discuss the agenda with the Education Executive Committee and the Association President. Action points from Academic Council may arise which you take further
- Together with the Science/Medicine Faculty President, you will oversee student academic representation for interdisciplinary modules (specifically ID1003, ID1004, ID4001, and ID4002). This involves reaching out to Module Coordinators, setting up elections for Class Reps, coordinating Class Rep Forums, and chairing/minuting Student-Staff Consultative Committees (SSCCs)
- You will help train and provide advice to School Presidents
- You will encourage collaboration among School Presidents and organise social events

## **Essential Characteristics**

Proficient knowledge and prior experience of Education Committee or the SRC, preferably as a School President or Class Representative.

## **Useful Skills or Characteristics**

- Working as part of a team
- Organisational skills
- Good communication skills
- Ability to handle sensitive information confidentially
- Commitment

## **Skills you can expect to learn and develop**

- Develop the ability to negotiate with a wide range of people both within the student body and the staff of the university
- Increase organisational skills and flexibility
- Improve time management skills
- Gain experience of supporting a diverse team
- Get a better understanding of the University and higher education in general

## **Expected time commitment**

Generally between 15 and 20 hours weekly. Some weeks will be more demanding than others.

## **Eligibility**

Only matriculated undergraduate students in the Faculty of Arts & Divinity are eligible to nominate themselves for this position and vote in this race.

## **Further Questions**

Please email the current holder of this post on [artdivfp@st-andrews.ac.uk](mailto:artdivfp@st-andrews.ac.uk) if you have any questions about this role.