



## **DIRECTOR OF EDUCATION (SABBATICAL OFFICER)**

### **The Association**

The University of St Andrews Students' Association is a student-led organisation with over 8,000 current members. We are an exciting and dynamic organisation, committed to providing the best possible experience for students.

We support an extensive system of 400+ student representatives on both the undergraduate and postgraduate level. We have a thriving student activities scene with over 150 affiliated societies and provide a range of services, alongside the primary entertainments venue for St Andrews students.

### **Core Purpose**

You will have responsibility for leading the representation of St Andrews students across a portfolio including education, postgraduate study, and employability. You will coordinate the efforts of 400+ elected student representatives across the University and work closely with students and staff to ensure effective student representation at the University of St Andrews.

You will undertake your own representational duties over a wide range of University<sup>1</sup> and Association<sup>2</sup> committees, and work with the Association President to contribute to national lobbying and representation. You will lead and contribute towards policy within both the University and the Students' Association. You will be the main point of contact for several university service units, the University's Academic community and the Proctor's Office.

A sound knowledge of our work in academic representation would be invaluable in assisting your first few months in this role.

In addition, you will fulfil the role of a student trustee for the Association, responsible for overseeing all its functions as a charity representing St Andrews students. You will also be a Student Governor on the University Court.

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<sup>1</sup> Such as Academic Monitoring Group, Teaching Infrastructure Strategy Group, Curriculum Approvals Group, Martyrs Kirk Review Board, Learning and Teaching Committee, Postgraduate Research Committee, Teaching Development Fund, IT strategy Group, MMS Advisory Group, Enhancement Led Institutional Review Panel, Senate Appeals Assessor, Library/Eden Campus Redevelopment Project Board, Younger Hall Redevelopment Project Board.

<sup>2</sup> Such as the Students' Representative Council, Student Services Council, School Presidents' Forum, Education Committee, Student Library User Group, Postgraduate Executive Forum, Students' Association Teaching Awards, Employability Rep Forum,

### **Selection of Specific Duties**

- Take a lead role in the development of university/union policy in the areas of education, employability and postgraduate experience.
- Support, lead, and advise student representatives including the, Faculty Presidents, Postgraduate Academic Convenor, School Presidents, and SRC Employability Officer.
- Be responsible for providing leadership, support, and training to the system of academic representatives (including School Presidents and Class Representatives).
- Participate in the University's internal quality assurance and enhancement procedures.
- Be an active member of relevant committees within the Students' Association, the University, and elsewhere.
- Take joint responsibility, alongside the Association President, for reading, researching and responding to consultation documents relating to higher education, and for national representation of St Andrews students.
- Work in close cooperation with relevant members of Association staff, including the Student Advocate (Education), Design & Marketing Officer, General Manager, and administrative staff to ensure effective student representation.
- Fulfil the duties of a charity trustee and attend the meetings of the Students' Association Board (SAB) and its Staffing Subcommittee.
- Fulfil the duties of a student member of the University Court and attend the meetings of its Planning and Resources Committee.

### **Further Particulars**

Hours of work: Variable, evenings and weekend work required in addition to core office hours.

Remuneration: £18,549 p.a.

Essential personal qualities:

- Dedication
- Flexibility
- Strong team working skills
- Leadership skills
- Excellent verbal communicator
- Able to quickly master complex issues
- Committed to student democracy and representation
- Responsiveness
- Able to handle confidential information