

# Modern Languages Convenor

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July - June, Part-Time, Voluntary

## **Aim**

Due to the unique nature of the School of Modern Languages, seven Convenors are elected to represent each of the departments within the School. They work closely with the School President to represent undergraduate and postgraduate students within their Department, and to improve communications and cooperation among students and staff, for the mutual benefit of both.

## **Key Responsibilities**

*What you will be doing:*

- With the support of the School President, promote and provide leadership to the Class Representative system in the department
- Chair every Student-Staff Consultative Committee (SSCC) within their department and set agenda for all SSCC meetings in advance, in consultation with the Head of Department and the Class Representatives
- Assist the School President with running the Class Representative Elections within the School with the support from the Director of Education

*How you will be doing it:*

- Organize Class Representatives Forum within the School at least twice every semester to discuss upcoming issues and set the agenda for the SSCC meetings
- Be in regular contact with the School President, the Head of Department, the Director of Teaching and other academic staff
- Pass on any email updates to the School President to send to students within the department
- Collect and pass on student feedback through Class Representatives and other means
- Organise employability events with the help of the Careers Centre, the Careers Link in the School, the School President and Class Reps
- Organise events to foster a sense of community between students and staff in the department together with the Class Reps and School President

## **Useful Skills or Characteristics**

- Knowledge of and experience with the Class Rep or School President system
- Team working skills
- Organisational skills
- Good communication skills
- Ability to handle sensitive information confidentially
- Commitment

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

- Develop confidence and communication skills
- Learn to negotiate with difficult people
- Increase organisational skills and flexibility
- Improve own time management skills
- Experience leadership of a small team
- Get a better understanding of the University and Higher Education in general

## **Expected time commitment**

On average, you will spend between 1-5 hours a week on the role. Some weeks will be more demanding than others.

## **Eligibility**

Only full-time undergraduate students who will be Honours students in the next academic year are eligible to stand for Convenor election. Students are only eligible to stand for the department from which they will graduate (according to their degree intention). All students who take credits within the department are eligible to vote in the race for the relevant Convenor. Voting will be credit weighted.

## **Further Questions**

If you have any question about the role in general, please email Director of Education on [doed@st-andrews.ac.uk](mailto:doed@st-andrews.ac.uk). If you have a question about how it is to be a Convenor in a specific department contact the current holder of the position (find their list on [yourunion.net/voice/academicreps/modlangconveners](http://yourunion.net/voice/academicreps/modlangconveners)).