

Academic Executive Committee

Job: IT Officer (3 positions)

Elected by: Academic Council via online elections
Committee reports to: Union Council

Job Profile

To ensure that an effective and representative system of Academic Reps is in place and that all students are made aware of academic issues at the University, its campuses and Learning Partnership Organisations. To work within the policies of the Students' Union and to implement any mandates of the Academic Council.

General Duties

- To attend Academic Exec meetings (approximately 6 per year)
- To attend Academic Council Meetings (held fortnightly)
- To help at special events throughout the year, for example: Academic Rep awards, Societies Fair, Academic Rep Training, Campaigns and social events
- To give input into the running of the Academic Rep system and any ideas for developments/changes
- To co-ordinate Education campaigns as an executive committee
- To promote the work of Academic Reps at departmental SSLC meetings and at other relevant opportunities
- To make suggestions on how to improve Academic Rep training

Specific Duties

- To ensure that www.bathstudent.com/academic is kept up to date and relevant for all students
- To ensure that relevant information is available and publicised.
- To oversee and keep forums updated
- To ensure that Academic Reps can use Bathstudent.com effectively to communicate with those they represent
- To consult with Academic Reps about how the website could be improved to meet their needs
- To help provide training for Academic Reps on how to use Bathstudent.com
- To assist the work of the academic executive through the use of IT

