

## Academic Affairs Officer (Undergraduate)

### Summary of Role

Academic Affairs Officers (AAO) are elected members of their student cohort. One AAO exists per undergraduate faculty, excluding Medicine which has three. They are responsible for overseeing the undergraduate departmental representatives within their faculty and passing information collected by departmental representatives to relevant bodies. They are expected to ensure students are kept aware of developments in issues affecting them raised by departmental representatives.

### Duties and Key Responsibilities

#### Communication:

- Establish and maintain good relationships with relevant staff members, regularly communicating relevant information provided by students.
- Ensure constituents and individuals affected are kept up to date with changes and developments, particularly where they have raised an issue.
- Ensure constituents' views are contributed within meetings where relevant.

#### Knowledge:

- Awareness of the representation system structure and a good understanding of College's workings as a whole.
- Complete relevant training courses as required by Imperial College Union.

#### Organisation:

- Attend Faculty Teaching Committees, which are typically held five times a year.
- Collate feedback from undergraduate departmental representatives to pass on to the committee.
- Attend all relevant committee meetings as directed by the Deputy President (Education).

#### Management:

- Ensure regular communication occurs between departmental representatives within a department. This includes the sharing of good practice.
- Ensure departmental representatives within their faculty are liaising with year representatives.
- Monitor Constituent Union goals and ensure efforts are being made to ensure these are completed.
- Proactively pursue specific goals and aims as outlined by constituents and as outlined in the representatives' election manifesto.
- Where applicable refer issues beyond the representation system.

#### Collaboration:

- Listen with and encourage feedback gathered by undergraduate departmental representatives on a regular basis.
- Liaise with departmental representatives to ensure updates are shared and to determine who will be responsible for communicating these to constituents.
- Ensure issues raised by departmental representatives are raised to relevant staff members and the Deputy President (Education).
- Liaise with other Academic Affairs Officers to share best practice.
- Gather information from predecessor(s) about on-going projects and best practice at the beginning of their time in the role.

- Contact their successor or Deputy President (Education) to ensure best practice is shared and on-going projects passed on.

**Experience:**

- None required, although experience of participating in meetings may be beneficial.

**Availability:**

- Students should expect to attend in the region of five meetings per academic year. These are usually held at the campus where the bulk of their course is administered so should require no more travel than would be expected on a day to day basis. Meetings typically last one to two hours.
- Work relating to this position should take on average no more than a few hours a week. Work volumes will vary during the course of an academic term and will be term time only. Meetings and other work commitments during examinations will be avoided wherever possible.
- Representatives should expect to be available to constituents by e-mail and to reply within a reasonable timeframe. In person representatives should reasonably be expected to be approached or meet for a short time with constituents before or after lectures, workshops etc as required.
- It is recognised that students are first and foremost at Imperial to study or research and that this must be prioritised. Students who feel their studies are being compromised, are struggling or feel they are spending too much time filling the role should speak to the Representation Coordinator.

**For more information regarding this role please contact Zoe Richardson, Representation Coordinator ([z.richardson@imperial.ac.uk](mailto:z.richardson@imperial.ac.uk)).**