

Exeter Portfolio Rep – Role Descriptor

Status: Academic Representative

Appointed: Self-nominated through sign-up form on The SU website

This is a voluntary role.

Term of Office: One academic year (If the rep leaves university before term of office has completed, the rep will simply stand down from post).

Accountable to: The students in their course year group.

Hours: As the role requires and can be flexible dependent on studies.

Remuneration: This is a voluntary role.

Objectives

- Portfolio reps are course reps that focus on a specific area within a department's Student Staff Liaison Committee (SSLC). Each subject area may vary what portfolio rep roles they have within their SSLC. Some examples of portfolio rep roles include, but are not limited to:
 - **Employability reps** – Work with course reps to ensure a focus on the development of employability skills within the department, as well as the provision of the Career Zone.
 - **Study Abroad/Placement (outgoing) reps** – Representing the experience of students on a study abroad or placement year within their subject area.
 - **Study Abroad/Placement (incoming) reps** – Representing the experience of students who have just returned to university after a study abroad or placement year within their subject area.
- **For a full list of objectives in this role, please see the Exeter Course Rep Role Descriptor.**

Attends

- SU Student Rep Training
- Student Staff Liaison Committee (SSLC) – Once a term.
- SU Big Rep Meeting
- Informal meetings with academic staff, Subject Chair, SU Presidents and/or SU Academic Representation team

Key Contacts

- Your fellow course reps
- Subject Chair for your subject area
- EDI reps for your subject area
- SU President Exeter
- SU Academic Representation and Advocacy Coordinator
- Director of Education and Student Experience (DESE) for your department
- Tutors and Lecturers
- Student Voice and Change team