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**Job Advert**

**Faculty Officer**

**£12.60 per hour (90 hours per year)** 

With the Restructuring of the Academic Rep Volunteer scheme, The University of Stirling Students’ Union is offering an exciting opportunity to join our Faculty Officer team. Each faculty will have:

* 1 Undergraduate Officer,
* 1 Postgraduate Taught Officer,
* 1 Postgraduate Research Officer.

We are looking for confident and enthusiastic people to provide student representation at a faculty level, offering strategic input within academic faculties and to the University. You will be the lead for your level of study within your faculty and you will play a key coordinating and support role within the academic representative network, whilst also working with the Student Union and University to improve learning and teaching as well as the wider student experience.

Main duties will include:

* Attend all training and relevant meetings, including Feedback Forums, Faculty Education and Student Experience, Education Zones and General Meetings.
* Work as a team with the other Faculty Officers and organise opportunities for Academic Representatives to discuss issues, share experiences and build more of a community within your areas.
* Collaborate with the designated staff within your faculty to enhance learning, teaching and the student experience.
* Collaborate with your faculty and Students’ Union to promote student engagement within your Academic Faculty and across the University.
* Oversee the work of Academic Representatives within your faculty, helping foster communication and escalation of any recurring issues to the appropriate person.
* Support and engage with the Union’s Academic Representative Training.
* Actively promote and engage with Union activities in Learning & Teaching (such as the RATE Awards).
* Promote mechanisms to improve Learning and Teaching (such as the National Student Survey, Postgraduate Taught Experience Survey or Postgraduate Research Experience Survey).
* When necessary, Faculty Officers will be asked to participate as Student Reviewers in Learning and Teaching Reviews for academic Faculties/Divisions. These roles will have additional payments.

The hours for this post will be 90 per annum. The role will start beginning of August 2025 and will run to the end of May 2026.  We will consider job-sharing applications in exceptional circumstances and may make an offer based on this. Please note, this will mean that the hours are 45 hours, which will be reflected in the pay.

**You must be a student of the faculty for which you are applying.** In the case of applicants to the Postgraduate Taught Faculty Officer positions, please ensure that the position you are applying for is the Faculty the postgraduate programme you are studying is in. If you are applying for a postgraduate taught or postgraduate research position, you’ll need to confirm that you are a current student or have an offer from Stirling University (unconditional or conditional).

 Closing date for applications is Monday 5th May 2025 (9am - GMT).

Interviews will be held week commencing 14th May 2025.

For more details, please email [ines.coutinho@stir.ac.uk](mailto:ines.coutinho@stir.ac.uk)

To apply for the position please email your application form and equality monitoring form to [ines.coutinho@stir.ac.uk](mailto:ines.coutinho@stir.ac.uk).