

ROLES AND RESPONSIBILITIES ACADEMIC AFFAIRS OFFICER (UNDERGRADUATE)

- 1.1. This document outlines the typical duties expected of the post-holder. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.
2. **Summary of Role:**
 - 2.1. 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.
3. **Duties and Key Responsibilities:**
 - 3.1. **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.
 - 3.2. **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.
 - Understanding of the Union's [Student Consultation Framework](#)
 - Familiarity with the [QAA Quality Code of Higher Education](#), in particular expectations and practices regarding student engagement

3.3. **Organisation:**

- Attend Faculty Education Committees, which are typically held five times a year.
- Collate feedback from undergraduate departmental representatives to pass on to relevant committees/persons.
- Attend all relevant committee meetings as directed by the Deputy President (Education).
- AAOs may be asked to contribute to and/or take part in review panels for the annual monitoring of programmes and/or the periodic review of departments.

3.4. **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.

3.5. **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).
- Encourage promotion of Union, College and national surveys (such as the Union Survey, NSS, UG SOLE module/lecturer evaluations, etc) and assist with the dissemination of results.
- Give and solicit feedback on new programmes and other College initiatives

- Liaise with other Academic Affairs Officers to share good practice.
- Gather information from predecessor(s) about on-going projects and good practice at the beginning of their time in the role.
- Contact their successor or Deputy President (Education) to ensure good practice is shared and on-going projects passed on.

3.6. Experience:

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

3.7. 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.

Approved by QAEC
March 2013

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