



UL Student Life Vice President Academic Officer

UL Student Life is the representative body for over 17000 students at University of Limerick.

Main purpose of this role

This role is a democratically elected position to be a student advocate representing the student body by sitting on UL committees ensuring the student voice is heard, and taken into consideration when the university are making decisions that directly impact the student experience. The student experience encompasses many aspects of academic and intellectual development; social and emotional life; and the growth and refinement of cultural, political, sporting and artistic interests.

This role requires the Vice President Academic Officer to sit on up to 40 university committees representing student academic issues. They attend weekly meetings representing the students of UL. Therefore, it is critical to the success of the role that the Vice President Academic Officer uses the correct forums to engage student opinion on a regular basis ensuring that all decisions taken are informed and are a true representation of the student voice of UL.

The Student Academic Officer also sits on the following UL Student Life committees or working groups:

Committee:

Student Executive
Class Rep Forum
Academic Advocates
Student Council
UL Student Life Board of Directors

Role:

Attending Member
Chairperson
Co-Chairperson
Attending Councilor
Acting Director

This role requires a close working relationship with the Student President, the Student Welfare Officer, the Student Communities Officer, the General Manager and the Senior Management team to ensure that UL Student Life can continue to shape the student experience in a purposeful and meaningful way that align with our mission and vision statement.

Key responsibilities include

Being the primary representative for the academic interest of all UL Students.



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Roles and responsibilities include:

1. Oversee the Student Academic office to ensure continuous reviews of procedures and policies.
2. Attend Academic Council and any other relevant bodies established by the university.
3. In conjunction with the Welfare Officer meet with the college for the purposes of monitoring and review of the student charter, complaints policy, equal opportunities and oversight of disciplinary procedures
4. As per the Student Information and Support Model (SISC), appropriately refer on students who have an individual problem to the SISC by forwarding correspondence to studentsupport@ul.ie, respecting confidentiality at all times.
5. Meet and/or liaise with Academic Registry to ensure a high standard of service delivery provided to students.
6. Have responsibility for sitting on the relevant Disciplinary Committees, as per the briefing document provided by the Discipline and Complaints Unit.
7. Refer students to SISC who are engaging with disciplinary processes or The Advocate.
8. Liaise with the Leadership and Representation Coordinator and SISC when a student, or group of students request representation with academic appeals or complaints.
9. Coordinate and Co-Chair Class Rep Forums in partnership with the LRO and Student Representation Coordinator
10. Work with the Student Representation Coordinator on the recruitment, induction, training and support of all class and department representatives
11. Develop communication forums to allow for consistent and regular feedback from class reps to department reps to faculty reps ensuring they have an up to date overview of the academic experience across all faculties.
12. Attend all Student Council meetings ensuring reports are completed and circulated in advance so that Student Council and interested parties are kept up to date on your work.
13. Ensure all decisions made at Student Council are communicated to all the relevant groups i.e. Student Body, UL Student Life Staff and the University; and are carried out in an effective and timely manner.
14. Sit on the UL Student Life Board of Directors
15. Familiarise yourself with the SISC model. Attend relevant training and regular meetings and develop a positive working relationship with Student Information and Support Coordinators in SISC.



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16. Attend a monthly meeting with the Student Information and Support Coordinator, Student Leadership and Representation Coordinator, and all other Student Officers to report on individual student queries coming into your office, to review the trends in student support and to provide feedback from committees.
17. Attend and actively participate in all training programs designed to support the role.
18. Develop and maintain positive relationships with the student body through availability, accountability, creativity, credibility and accountability.
19. Work with the Marketing & Events team to actively promote yourself, the work you are doing and engage students via social media.
20. Work with the Leadership & Representation office ensuring regular feedback and updates are given on all meetings and work together on how best to support the student agenda at all times.
21. Encourage students to be actively involved with the democratic and election process.
22. Develop strategies to complete manifesto points.

Essential qualifications & experience

- A familiarity with and understanding of UL Student Lifes work as well as our aims & objectives.
- Excellent verbal and written communication skills.
- Good administrative, organisational and time management skills with the ability to prioritise projects as appropriate and work to deadlines, as required.
- Strong Microsoft Office skills including Outlook, Word and Excel.
- Ability to work well in a busy and fast paced environment.
- Ability to work as part of a team and on own initiative.
- General understanding of Social Media



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Our Vision is to be a world-renowned trailblazing students' body recognised for championing students and delivering the best university life experience. By taking an open, inclusive and non-judgemental approach, we will create an environment enabling students to foster lifelong relationships during their time in university.

Our Mission is to continuously improve the lives of students by welcoming them into a friendly, fun environment that gives a real sense of belonging. We are committed to supporting the ever-changing needs of students in modern day society. As a team, we work together; listening, adapting and ultimately improving our students' university life experience.

Our Values Student-led and student-centred; Committed to acting with integrity; Inclusive and welcoming; professionally organised; Collaborative; Innovative; Representative of all in UL; Responsive to students needs; Adaptive to students demands

Staff Competencies

At UL Student life, our aim is to bring our strategic plan 'Building on Success' to fruition. We aim to do this by committing to a collaborative approach between student bodies, third parties, our leaders and our team of dedicated staff.

Our strategic plan has been specifically created to support our mission to 'continuously improve the life of students'. To support this mission, the EVOLVE competency framework model has been created at UL Student Life to ensure that each team member has the opportunity to deliver this strategy to the highest possible standard.

Through the implementation of this framework, it is envisaged that the delivery of strategic goals can take place in tandem with the development of each individual's personal and professional goals, core skills and competencies. The 5 key behaviours and competencies we look for in our team are **Creativity; Team Work & Collaboration; Self-Management; Communications and Student Centred.**

Working at UL Student Life

This is full time position with UL Student Life, for your term of office, with 44 office hours per week and a requirement for flexibility to work some additional hours and unsocial hours as and when required and will be based at the Student Centre, University of Limerick.

A salary of circa €27,000 will apply to the successful candidates.



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UL Student Life offers you the opportunity to work in an exciting and progressive environment and enjoy great staff benefits including:

- 26 days annual leave
- discounted gym membership
- access to the Employee Assistance Programme
- 1:1 Leadership & Performance Coaching
- Media Training
- Professional Boundaries Training
- Mentoring
- Leaders for Life training program
- Support from the 14 ULSL full-time staff team

To express your interest or gain more knowledge on the roll, please email siobhan.wilmott@ul.ie. Nominations for this roll closes on 15th March.