**Science, Technology, Engineering and Maths (STEM) Representative**

The STEM Representative has the primary responsibility for ensuring students studying within the Science, Technology, Engineering and Maths faculty are represented regarding all areas of the student experience.

The STEM Representative:

- Are the first point of contact and a public face of the Association to STEM students and are prepared to communicate with students through a range of platforms.
- Have the opportunity to be members of the relevant Faculty Assembly or the Faculty Teaching Committee.
- Engage with Student Recruitment and Support Centers.
- Engage with faculty members and module teams about non-governance issues relating to student experience on modules.
- Seek faculty specific student views regarding learning and student experience and work with fellow volunteers and representatives to ensure that this is appropriately fed back to the University and to students.
- Close the feedback loop on matters affecting students which are specific to the faculty, using a range of appropriate media to ensure content is engaging and available to a wide range of students.
- Have the option to be members of the Senate Reference Group.

**Key skills and attributes**

The post-holder will need to possess, or be prepared to develop rapidly, the following:

- A broad understanding of their Faculty and student needs within the different modules.
- Commitment to develop further skills and knowledge appropriate to the role.
- A broad understanding of the Students Association and the Open University.

Training and support will be offered to any successful candidate, by both the Association and the University.

**Role Specific Essential information, including time commitment**

This is a voluntary role which requires on average 10 hours a week, but is busier at some times, such as during Freshers or Student Voice week.

It is important to also read the shared responsibilities document, which lists shared aspects of the roles which elected student leaders all commit to upon election to the role.

**Examples of meetings attended by Faculty Representatives**

The nature of our Student Leader’s roles is that there are always additional Association and OU working groups and committees that they will attend, as well as a range of one-off activities. We are therefore providing the most comprehensive list we are currently able to.
The list specifies scheduled meetings; additional work is typically required between these through online discussions and/or reading papers. In general, where there are face to face meetings these often take place in Milton Keynes, however, we are embracing blended working and so many meetings are able to be attended online.

**Association meetings**
- Senate Reference Group – four times a year, usually Wednesday mornings.

**OU meetings**
- Faculty Assembly or Teaching Committee – three times a year

**Association Staff Support Link: Volunteering and Representation Team**