

Education Officer



Full-time, 1-year fixed term contract | Paid role

July 2019 to June 2020

Are you ambitious? Looking for a new challenge? Want to make academic changes at LSE?

This is your chance to impact teaching and learning at one of the most influential universities in the world. You will be specifically responsible for leading change in teaching and learning within LSE. You will raise awareness of academic issues, liaising with students, course representatives, academics and the directorate to ensure that they have a voice and representation within LSESU and the University. You will also take the lead on national education policy and issues.

As Education Officer, you will be one of LSESU's four full-time paid Sabbatical Officers. The Sabbatical Officers represent all students and lead on major campaigns, strategic developments, projects and events. All Sabbatical Officers are also members of the Trustee Board, which has the ultimate legal and financial responsibility for LSESU, and of the Executive Committee which is responsible for defending the rights of student members and campaigning on issues affecting them. You will be held accountable by the LSE student body.

Previous Education Officers have worked on **introducing exam re-sits, working to improve the BME attainment gap and securing more study spaces during exam time.**

Responsibilities:

- Regularly attend committee meetings with senior university staff and liaise with relevant LSE departments
- Oversee the student staff liaison committee representatives to collect feedback from their relevant departments
- You'll represent student opinion on important educational developments: contact time, improving Blackboard, e-learning, course design, employability skills, assessment and feedback
- Work closely with the other elected officers on central campaigns
- Provide students with frequent updates through multiple methods including end of term reports

How you'll do it:

- You'll establish great working relationships with LSE staff
- You'll work closely with LSESU staff and develop relationships with SSLC reps to ensure the feedback loop is kept open
- Speak regularly to students and other elected officers; using LSESU communications channels.
- Attend exec meetings and be open to collaboration
- Work with the relevant LSESU staff teams to support your communications
- LSESU staff will brief you to ensure you are well informed before meetings

Training and support:

LSESU staff members are here to support you throughout your time in your role. The organisation has an annual full-time officer training budget to ensure you develop transferrable skills throughout your time working with us.

- Project management
- Negotiation skills
- Individual training to suit your needs
- Opportunities to attend conferences and external training
- Successful chairing skills
- Public speaking
- Budgeting skills

Benefits:

- Salary is recalculated every year based on London living wage and LSE students' average graduate salary
- 25 days holiday per year, plus Christmas and bank holidays
- Free gym membership
- Develop your communication, organisational and leadership skills
- Act on something you're passionate about
- Make a long-lasting impact on student life at LSE
- Looks great on your CV

Please note: Any student can apply for this role. However, as the role involves being a member of the Trustee Board, you cannot have been convicted of an offence involving deception or dishonesty (unless the conviction is spent), and you cannot have a history of bankruptcy.

Time commitment:

Hours are full-time but flexible. From time to time you will also have to work outside of these hours, meeting students, attending events or conferences.

Any questions?

Email Rhodri Roberts, Engagement Co-ordinator, at r.roberts3@lse.ac.uk or the current Education Officer at su.education@lse.ac.uk.