Hi All,

**Department Rep Recruitment 2019/20**

We are excited to say that the second round of Department Rep Recruitment for the academic year 2019/20 is now open!

**Why Be a Department Rep?**

As a Department Rep you have a great opportunity to not only represent your own views, but the views of thousands of students in your Department; having a positive impact on the wider Sheffield Hallam student experience! Working alongside Course Reps, Department Reps develop an understanding of the key issues facing students across their Department and feed this back to senior staff at the University. There are also many opportunities to get more involved in a range of projects beyond your core role to help improve the student experience, both in your Department and in your Students’ Union.

**How Do I Apply?**

Our second round of recruitment runs from 30th September – 16th October, during which you can nominate yourself (or another student) for the role of Department Rep [via our online survey](https://www.hallamstudentsunion.com/representation/academicinterests/becomeadepartmentrep/). This year we wanted to make the process even more transparent, so we have listed the specific number and type of positions available in your Department on the Students' Union website. All students are welcome to apply and there is no preferential treatment for existing Course or Department Reps. So whether you’ve been a Course or Department Rep before, or not, we strongly encourage you to look at the roles available and consider nominating either yourself, or a friend who you think would be a great in the role!

**What Happens Next?**

At the end of the recruitment period, if we get multiple nominations for the same role, we will run a mini election to decide who gets the role. Don’t worry. If this happens, we will guide you through the simple, online election process. If you are successful in securing a Department Rep role, we will invite you to a training session at the end of October, where you will have the chance to meet other Department Reps for the academic year 2019/20, as well as staff who will be supporting you in your role. This training also allows us to make sure that you are up to speed on all things Rep related including an overview of the Student Rep system at Sheffield Hallam and information about the resources and support available to you.

Once you have been trained, you are ready to start in your new role! Depending on the timetable and nature of your course, you can start gathering feedback about your Department and thinking of ways that you can bring about positive change in your Department.

**Still Confused?**

Don’t worry! If you have any questions about the Department Rep role or the recruitment process, then please don’t hesitate to email us at [studentreps@shu.ac.uk](mailto:studentreps@shu.ac.uk) and we will do our best to answer your questions promptly. Alternatively, you can come see the Academic Representation Support Team in the Activity Pod at HUBS, City Campus (10am-4pm, Mondays-Fridays).

Good Luck!