



# National Oceanographic Centre (NOCS) Officer

## About volunteering with SUSU:

The Union's mission: **unlocking the potential and enriching the life of every student. As a student-led organisation the hard work and dedication of our student volunteers is vital to our mission.**

**Site Officers are a key part of this development, working alongside the Union President to represent the interest of all students studying at their respective sites. They will work alongside the Union's elected Faculty Officers to provide comprehensive representation of every aspect of student life, together addressing any academic or local challenges that students may be facing.**

**We provide full training at the beginning of the year as well as advice and support as you continue in your role. You will gain a wealth of experience through your voluntary role with SUSU, experience that you can use to improve your future employability while receiving recognition for the work you accomplish.**

**While volunteering with the Union as a Site Officer, your role in this mission is described below.**

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## The main purpose of your role:

- 1)** To act as the lead representative for NOCS.
- 2)** To ensure that student views on their study environment are acted upon.
- 3)** To encourage participation in site-specific initiatives aimed at enriching the student experience.

## The main responsibilities of your role:

### To act as the lead representative for NOCS

- To lead and provide the main point of contact for all students with queries or concerns relating to their time studying at NOCS.
- To obtain student feedback on a range of issues relating to the student experience at NOCS, passing any academic issues on to the relevant SUSU Academic Representative.
- To report on any changes and improvements to the student body, with an emphasis on those studying at NOCS.



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### To ensure that student views on their study environment are acted upon.

- To use a variety of means to collect views and opinions from students on both the Union and University offer at NOCS.
- To meet regularly with the staff members responsible for managing and running NOCS to discuss potential improvements to the student experience.
- To regularly review student feedback alongside the University and identify further areas for improvement.

### To encourage participation in site-specific initiatives aimed at enriching the student experience.

- To meet regularly with other NOCS-based SUSU representatives (such as Academic Reps) to discuss plan and projects being worked on.
- To encourage participation in SUSU insight activities, both at an institutional and site-specific level.
- To encourage all students to participate in events at NOCS to foster a sense of community and belonging.

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### Where can you find guidance?

#### Sabbatical Officer:

[president@soton.ac.uk](mailto:president@soton.ac.uk)

#### Activities Team:

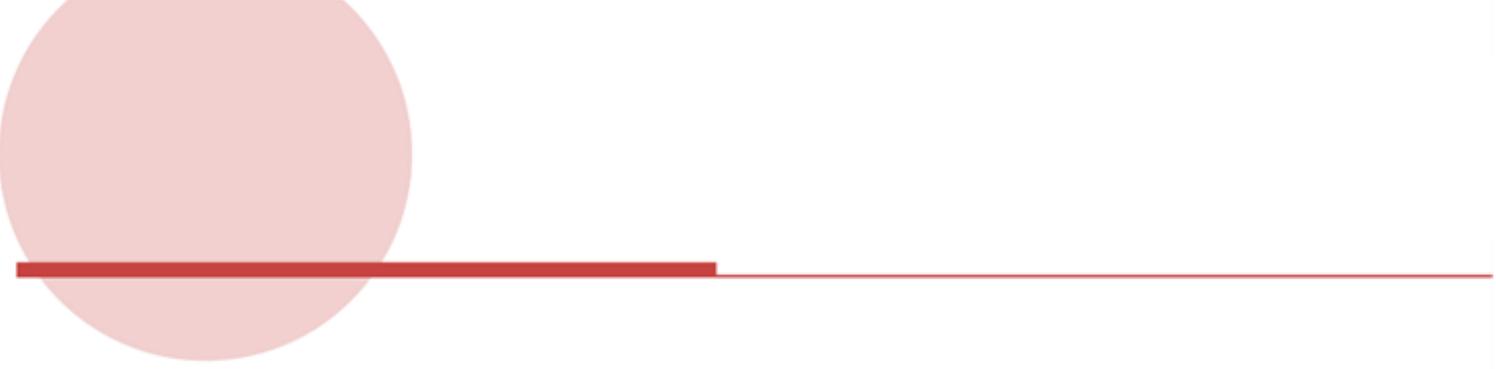
[activities@susu.org](mailto:activities@susu.org)

### How to nominate for the role:

In order to stand as a candidate, you will need to submit a short statement letting everyone know why they should vote for you. You don't need to have any previous experience so simply focus on what you will achieve if elected.

Log in to our website at [www.susu.org/elections](http://www.susu.org/elections) and fill out the nominations form. There is no need to create a new account, just use your University credentials.

For any queries about the election, please contact us at [elections@susu.org](mailto:elections@susu.org)



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### **Time Commitment and Expectations**

**There will be times throughout the year where you may be called on to help promote and spread awareness for SUSU campaigns. There will be key meetings that you must attend and you must attend relevant SUSU meetings.**

**If at any point you find that you are struggling to balance voluntary work with your studies we understand that your degree must come first. Please, come and speak to us and we will always try our best to make things easier.**