



CBGL Course Representative Position Description



The Role:

Course Representatives perform a vital role in the College by ensuring that students have a strong voice in decisions that affect them. As valued partners, Course Representatives work collaboratively with teaching staff to ensure student perspectives are considered across all aspects of course design, delivery and review.

By taking on the role of a Course Representative, you will develop a versatile skill set as well as actively contribute to improving the learning experience for your peers.

Some of the skills and experiences gained include:

- **Enhancing your communication skills** by acting as a bridge between students and staff, ensuring that concerns and feedback are effectively conveyed.
- **Identifying and analysing learning and teaching issues**, collaborating with staff and administration to find practical solutions and improvements.
- **Establishing connections** with academics, professional staff, and fellow students, expanding your network within the university community.
- **Gaining insight** into the workings of academic committees, decision-making processes, and **confidence** in actively contributing to discussions on course development.
- **Receiving acknowledgment** for your contributions (including on your academic transcript), and showcase your leadership, problem-solving, and advocacy skills on your resume.

Who:

Students interested in representing your peers to help improve the student learning experience. Course Reps must be enrolled in Semester 1 and 2 in 2025 in an **undergraduate** or **postgraduate** degree in the College of Business, Government and Law.

There are up to three Course Representative positions per year level in the following teaching programs:

- Business
- Criminology
- Government
- Law

There are also additional representative positions available in postgraduate courses offered within CBGL.

To be eligible for a Course Representative role, you **must be enrolled in at least one core Topic at the level you wish to represent**. For example, a Level 2 Rep in Criminology must be enrolled in at least one level 2 core Topic for your Course (e.g. Bachelor of Criminology) per semester.

Students with a variety of experiences and backgrounds are encouraged to apply.

Commitment:

Course Representatives are expected to liaise with students and meet with staff throughout the semester, including:

- Meeting with Teaching Program Directors and other Course Representatives (minimum once per semester).
- Attending Course Quality Advisory Group (CQAG) meetings, including reading papers and liaising with students in your College regarding relevant (and non-confidential) agenda items.
- Invitation to participate in the FUSA [Student Representative Network](#) (SRN).

Your term would run from your appointment to 31 December of the same year, with the option to extend subject to agreement.

Course Representatives may also nominate for the College Education Committee. For more information about committees, please visit the CBGL [committees page](#).

Training:

You will receive initial training from FUSA and ongoing support in your role.

To Apply:

To view current vacancies please visit the [Student Representation and Leadership Opportunities Board](#) on the FUSA website. This board also contains further information on how to apply.