



The
University
Of
Sheffield.

Academic &
Learning
Services.



Projects and Development Team, Student Services

Programme: SALTs (Student Associates in Learning and Teaching)

Role: Student Associate

Overview

The University of Sheffield Academic & Learning Services, with support from all 5 University Faculties, would like to appoint a team of Student Associates in Learning & Teaching (SALTs) for the academic year 2016/2017. One SALT will be appointed from each University department, and will include one Lead SALT.

This is an incredible opportunity for students to shape the way Learning & Teaching happens in their Faculty and across the University. Each Faculty has a team of SALTs, and there will be one 'institutional' team that works on a cross-cutting project relevant to the whole institution.

WHAT DO SALTs DO?

SALTs will work on projects relevant to their Faculty, or the institution, in a flexible way that can fit around their timetable. Each SALT team is given a project brief – they then work together, in partnership with staff, to shape and deliver their project. SALTs will have a chance to share information and resources with Associates from other departments and Faculties, meaning the work they do could have a University-wide impact.

Note: This role is ADDITIONAL to student representatives and is not intended to replace that role in any way. Any participation by Associates in departmental and Faculty meetings and activities is not intended to be representative, but will be focused on the development of the Learning & Teaching experience through dedicated project work.

Job Description

Main Duties and Responsibilities

- All SALTs will contribute to a positive and proactive environment for the development of the learning & teaching experience in their Faculty or the institution by:-
- Contributing to the planning and delivery of faculty or institution wide projects which address specific areas of Learning & Teaching;
- Attending relevant departmental and/or Faculty meetings to present the Associates' work and gain feedback as and when appropriate;
- Liaising with members of academic staff to inform them of the SALT projects and plans, and to seek advice and information where needed e.g. Directors of Learning & Teaching, lecturers, personal tutors;
- Liaising with the Projects and Student Partnerships Manager;
- Liaising with project support staff to keep them informed of the progress of the projects and ask for support and guidance;

- Communicating closely with Student Academic Representatives when seeking to gather student feedback or opinion;
- Passing on any representational issues that arise to Student Academic Representatives;
- Providing a link between the Associates' work and their own department, and feeding back throughout;
- Participating in formal and informal meetings of the SALTs –where the Associates generate ideas, plan activity, agree areas of responsibility and report on progress;
- Organise and/or attend events, conferences, forums and meetings where appropriate.

Person Specification

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your application, seeking references, and inviting shortlisted candidates to interview

	Criteria	Essential	Desirable
Qualifications and experience			
1.	Must be a registered student at the University of Sheffield	X	
2.	An appreciation/understanding of the University of Sheffield's objectives and key messages in terms of student engagement within Learning and Teaching	X	
Communication skills			
3.	Effective communication skills and be confident in front of a range of audiences.	X	
4.	Experience of responding efficiently and effectively in a variety of situations.		X
Team working			
5.	Capable of working as part of a team to meet agreed objectives.	X	
6.	A proactive individual with the ability to work alone and under their own initiative with minimal supervision	X	
Problem solving and decision making			
7.	The ability to develop creative approaches to problem-solving and adapting effectively to changing circumstances.		X
Personal effectiveness			
8.	A reliable and committed individual, with the ability to adapt to new circumstances.	X	
9.	Exemplary organisation and time management skills	X	
Supporting development & performance			
10.	Willing to undertake specific training sessions (dates TBC)	X	
11.	Able to motivate high performance in others in a positive and inspirational manner		X

Further Information

Time Commitment

SALTs will work 50 hours spread across the academic year (an average of 3 hours a week during semester). Some of this work will be in face-to-face meetings, and some will involve completing individual tasks.

Rate of pay

All Associates will be paid monthly (upon timely receipt of timesheets) at a Grade 3.1 (current rate of £8.78 per hour (plus holiday pay)).

Length of appointment

Associates will begin work on their projects in September 2016. They will work for the Autumn and Spring semesters, and then have the opportunity to participate in the recruitment and training of the next cohort of Student Associates in Learning & Teaching. All SALTS will also take part in a celebratory SALT 'Showcase' event towards the end of the second semester.

Application process

Applicants should submit a SALT Application Form electronically and send it to salt@sheffield.ac.uk with the subject 'SALT Application' by no later than midnight on Sunday 20th March 2016. Late applications will not be considered.

Following the closing date, you will be informed, by email, whether or not you have been shortlisted for interview. Interviews will take place in early May. These interviews will be informal and require no preparation, although candidates will be briefed on what to expect.

A reference will be taken up with the member of staff named by the applicant on their Application Form.

For further information, and to download the application form please visit:
<http://www.sheffield.ac.uk/als/students/salt>

For informal enquiries please contact:

Laura Maltman

Projects and Student Development Manager

l.maltman@sheffield.ac.uk

0114 222 1209