

Class Representative – Position Expectations

Title

Class Representative

FSU Support Reference

Advocacy & Communications Coordinator & assigned FSU Director

Summary

Class Representatives will provide assistance to the Fanshawe Student Union by collecting opinions and concerns from students, following up and taking action on these concerns, as well as providing important information to students within their respective programs. Skills learned from being a Class Representative include, but are not limited to, giving and receiving feedback, advocacy, oral/written communication skills, presentation skills, problem solving, conflict management, and leadership skills.

There is no limit to the number of Class Representatives from any program. Any full-time student who wishes to become a Class Representative, may register to be one.

The minimum time commitment is 1-2 hours per month to attend meetings held by the FSU Directors, plus additional time to communicate with students in their class/program. Additional commitments include attendance at FSU facilitated events (e.g. Class Rep Meet and Greet).

As a Class Representative, volunteering for 10 approved hours will grant eligibility for Fanshawe's volunteer transcript - the Co-Curricular Record.

Core Competencies

- Customer Focus
- Communication
- Energy & Ability to work under pressure
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity

Job Duties

- Collect opinions and concerns from students in their respective program, including college affairs, whether academic-related or not
- Attend meetings held by FSU Directors and voice these concerns at the meeting
- Relay important FSU communications to their classes (e.g. FSU Events, Graduation Photos, etc.)
- Attend events facilitated by the FSU (e.g. Class Rep Meet & Greet).



- Work collaboratively and follow directions by the designated FSU Coordinator
- Commit to monthly timeline
- Other duties as required

Requirements

- Full-time registered Fanshawe student
- 'Can-do' attitude
- Familiarity with the FSU an asset
- Reliability
- Creativity
- Excellent customer service and communications skills
- Good organization and accurate record-keeping skills
- Maturity and responsible decision making skills
- Willingness to take initiative
- Ability to multi-task
- Ability to work in a team environment
- Respect confidentiality
- Attend FSU volunteer orientation

Work Conditions

- Manual dexterity required to use desktop computer and peripherals
- Bending, lifting, pulling, pushing, standing, and walking