The role of the Music Centre Student President and any Vice-Presidents (Vocal and/or Instrumental) is to represent undergraduate and postgraduate students involved in curricular (UG modules) and non-curricular activities run out of the Music Centre, to promote peer mentoring within the Music Centre user community, and to improve communication and co-operation among students and staff in making music.

### Key Responsibilities

The President will:

1. Promote and provide leadership to the Class Representative system for MU modules
2. Chair every Music Centre Student-Staff Consultative Committee (SSCC) and set agenda in all SSCC meetings in advance, in consultation with the Director of Teaching and the Class Representatives
3. Oversee the appointment process for Class (Module) Representatives, ensuring that all modules have a designated Rep., with support from the Director of Education
4. Liaise with music clubs and societies using the Music Centre, and help to articulate their strategic needs to the Music Centre management for planning purposes
5. Be willing to discuss student-related matters affecting student music making at the Centre and MU module teaching with Music Centre staff
6. Attend every School Presidents’ Forum, unless reasonable apologies are given
7. Attend the Students’ Association Education Committee unless reasonable apologies are given
8. Liaise with the Students’ Association Music is Love Officer on issues of shared interest for student music makers in St Andrews
9. Develop structures for peer mentoring, to assist students to find and connect with music at St Andrews through ‘buddy’ schemes.

Task areas 4 and 9 may be delegated to any Vice Presidents with specific remits for vocal or instrumental students.

**How you will do it:**
- Organise Music Student Forums for Class Representatives to discuss upcoming issues and set the agenda for the SSCC meetings
- Develop surveys of Music Centre services and activities
- Be in regular contact with the Director of Music, Director of Teaching, Heads of Vocal and Instrumental Studies, and Music Centre Manager
- Help to foster a sense of community between different Music Centre users.

### Useful Skills or Characteristics

- Past or present enrolment in one or more MU module
- Involvement in music-making at St Andrews (i.e. a current Music Centre member or society member)
- Knowledge of and experience with the Class Rep system
- Team working skills
- Organisational skills
- Communication skills
- Ability to handle sensitive information confidentially
- Commitment

### Skills you can expect to learn and develop

- Develop confidence and communication skills
- Learn to negotiate with difficult (interesting) people
- Increase organisational skills and flexibility
- Improve own time management skills
- Experience leadership of a small team
- Get a better understanding of how an arts centre works to serve the needs of different people, and also a better understanding of the University and Higher Education in general

### Expected time commitment

On average, you might spend about 2-3 hours a week on the role. Some weeks will be more demanding than others. Enquiries from students seeking music ‘buddies’ will also be received during the summer vacation period.

### Eligibility

Applicants must be ALL of the following:
- a full-time undergraduate student who will be an Honours student in the next academic year
- a current or past MU module student
- a current Music Centre member

To apply, please email your CV to: music@st-andrews.ac.uk by 17:00 on Monday 11th March 2019, with “Music Centre Student President” as the subject.

Appointment will be by interview of shortlisted applicants, with the Director of Music, Director of Teaching, Music Centre Manager and outgoing Student President. Interviews will be on Monday 1st April 2019.

### Further Questions

If you have any questions about the role, please email music@st-andrews.ac.uk with “Music Centre Student President” as the subject, or the current postholder, Aileen Walsh, musicpresident@st-andrews.ac.uk.