

APPROVED
Riga Stradins University
Student Union
21st of October year 2020
Council meeting, min. Nr. 45-2-8P

RSU Student Union job description

HEAD OF COMMUNICATION AFFAIRS

The head of the field works in the interests of all RSU students, follows the university news, regulatory enactments, reports on changes in them, as well as advises students on various issues within their competence. Implements various projects aimed at the quality of RSU students' studies and free time.

Main job duties:

1. To create and popularize the image of RSU SU among RSU students and staff, as well as students from all over Latvia;
2. To provide documentation of events organized by RSU SU in video and photo formats;
3. In cooperation with the designer, create visual materials (posters, videos, flyers, etc.) for the promotion of RSU SU events;
4. Ensure active marketing and attracting activists to the direction;
5. Review the information on sp.rsu.lv at least once a day, updating it as necessary;
6. Regularly review and update information in the profiles used by RSU SU, Facebook, Instagram and other social networks and platforms;
7. Regularly review and update RSU SU binding information on RSU website (www.rsu.lv);
8. Create and publish descriptions of events organized by RSU SU before the event and reviews after the event;
9. Compile and regularly update the range of available marketing channels;
10. To reflect and explain the decisions and achievements of RSU SU;
11. To ensure high-quality and visible availability of up-to-date information for students - to create and design RSU SU external stands;
12. To ensure appropriate publicity for RSU SU supporters and sponsors;
13. To coordinate the work of the Assistant to the Head of Communication;
14. Establish close cooperation with the designer;
15. Maintain contacts and cooperation with the Communication Department, as well as with

RSU SU sub-organizations;

16. In cooperation with the Assistant to the Head of Communication affairs, develop and order presentation materials and follow their consumption.
17. To perform other tasks and responsibilities as decided by the Council, the Board or the Chairman.

Extra duties:

1. To know the structure and operational goals of RSU, RSU SU and ISA;
2. Get acquainted with the SU Statutes, Election Regulations, Rules of Procedure, RSU Constitution, and act in accordance with them;
3. To organize and participate in the improvement and maintenance of RSU SU, as well as in the implementation of quality policy;
4. Within the scope of his / her duties, to take care to eliminate or reduce as far as possible obstacles that adversely affect or may affect the operation of the SU;
5. Mandatory attendance at Board meetings and active participation in decision-making. If it is not possible to attend, notify the Chairman and other directions of the Board in a timely manner, explaining the reasons for absence, as well as reporting in writing on matters under his / her responsibility.;
6. Participate in the meetings of the Council and, if necessary, report on the activities of the direction;
7. Use resources wisely and goal-oriented;
8. One week before the election of the new Board, submit a report on the period of service;
9. At the beginning of each month, submit a report on the previous month's progress;
10. To be informed and to maintain contacts with LSA and ISA within the competence of their direction;
11. If necessary, in cooperation with the Assistant of the Head of the Communication affairs, to organize working groups of the direction, but not less than once in an academic year.

Responsibility:

1. For observance of the Articles of Association of the SU, the Rules of Procedure, internal procedures;
2. For the course of their direct duties and the timely and high-quality performance and results of the tasks received;
3. For the achievement of the goals set by the SU.
4. On the consequences and breach of obligations arising from the process and result of the execution of personal decisions;
5. For the dissemination of confidential or any other information that may cause moral or material damage to the SU;

6. About the entrusted materials, work items, means and their preservation.

Rights:

1. To have fair, safe and healthy working conditions;
2. To request the SU Board to suspend the decision if it is in conflict with the SU legislation;
3. To handle the funds and technical funds allocated by the Board in accordance with the purposes of their use;
4. To request information from RSU SU members, ISA, RSU LF SU, SKMK SU, as well as representatives of other RSU SU sub-organizations, which is necessary for the performance of duties;
5. To receive material and technical support for the performance of duties.

RSU SU Chairman _____ / _____ /

RSU SU Head of Communication affairs _____ / _____ /