

PROJECT
Rīga Stradiņš university
Student Union
13th October 2021.
Council meeting, prot. Nr.

RSU Student Union job description

HEAD OF INTERNATIONAL AFFAIRS

The head of affairs 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 studies and leisure time of all RSU students.

Main job duties:

1. To ensure an organized circulation of inside information in the daily work of foreign Council members.
2. To promote the competence, involvement and integration of foreign student representatives in RSU processes.
3. If necessary, to get involved in the activities of any affairs for the representation of the interests of foreign students.
4. To constantly assess the situation in the communication of the RSU Student Union (hereinafter - RSU SU) Board and the International Students' Association (hereinafter - ISA) - if necessary, to organize feedback sessions, motivational seminars, ensuring effective resolution of mutual conflicts and disagreements.
5. Assess the situation of the representatives of foreign students in the Council, organize separate meetings as necessary to ensure an inclusive environment and integration.
6. To improve cooperation and information flow between the ISA and the RSU SU Board, including by attending ISA Board meetings and other interest representatives.
7. If necessary, to participate in the activities of the ISA Board in a consultative manner, as well as to assist in setting goals in general as a sub-organization.
8. To promote the creation of an inclusive environment for students by using study mobility opportunities, including integration of Erasmus+ students into the internal environment of RSU and Latvian culture.
9. To take care of the continuous attraction of new members/ activists to the SU by organizing various educational activities, including the coordination of the International Seminar.
10. To look for various types of long-term cooperation opportunities for RSU SU with other

foreign universities.

11. To perform other tasks and responsibilities upon the decision of the Council, the SU Board or the instruction of the Chairman of the SU Board.

Additional duties:

1. To know the structure and operational goals of RSU, RSU SU and ISA.
2. To 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 development and maintenance of RSU SU and ISA, as well as in the implementation of quality policy.
4. To manage projects organized by ISA.
5. To promote positive recognition of RSU SU image and attitude towards RSU SU from students, teaching staff administration and outside RSU.
6. 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.
7. 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.
8. To participate in the meetings of the Council and, if necessary, report on the activities of the direction.
9. Handle the allocated resources responsibly and prudently.
10. To be informed and to maintain contacts with LSA and ISA within the competence of the affair.
11. One week before the election of the new Board, submit a report on the period of service.
12. At the beginning of each month, submit a report on the previous month's progress.

Responsibility:

1. On compliance with the SU Articles of Association, Rules of Procedure, internal rules.
2. On the course of their direct duties and timely and high-quality performance and results of the tasks received.
3. On not doing your duties.
4. On the achievement of the goals set by the SU.
5. On the consequences of the process and result of the execution of personal decisions.
6. For the dissemination of confidential, or any other information that may cause moral or material damage to the SU.
7. About the entrusted materials, work items, means and their preservation.

Rights:

1. To have fair, safe and healthy working conditions.
2. To request the Board of the SU to suspend the decision if it is in conflict with the legislation of the SU.
3. To manage with the money and technical resources allocated by the Board.
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 Chairperson

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RSU SU Head of International Affairs

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