

## **RSU Student Union job description**

### **STUDENTS' HOSTEL SENIOR**

The senior of the Student service hostel acts in the interests of the residents of the service hostel, follows and reports on the current news in the service hostel, as well as advises the residents on various issues and helps to solve problems within their competence.

#### **Responsibilities of senior of the Student hostel:**

1. Once a quarter to submit a report in a certain form to the head of the Social Affairs of RSU SU, as well as once a quarter to attend the meeting of the Board and present the work done;
2. To know the documentation related to the service hostel;
3. To organize a meeting with the residents and / or administration of the service hostel at least once every six months, as well as to conduct student opinion polls in connection with the service of hostel once a year at the request of the service hostel administration or RSU SU;
4. To ensure constant effective solution of problems by listening to the complaints of the relevant service hostel residents, by recording them, as well as, if it is not possible to find a solution independently, to contact the RSU SU Head of Social Affairs and / or Service Hostel Manager;
5. To reprimand the residents and guests of the service hostel for violations of the internal rules of the service hotel, as well as to report them to the manager of the service hostel, RSU Infrastructure Department (RSU ID) and RSU SU;
6. To help disseminate information (word of mouth, flyers, posters, etc.) to the residents of service hostels, which is related to current events, changes in RSU service hostels, RSU, RSU SU;
7. To check the existing equipment (kitchen, toilet, washing machine room, lounge) on a

quarterly basis and determine their condition - working or not working - and inform the SH manager;

8. To organize cohesive events for the residents of the respective service hostel once in six months, informing the head of the Social Affairs of RSU SU about them;
9. The senior of the Service Hostel shall perform his / her duties for a period not exceeding two calendar years or for another term to be decided at the RSU SU Board meeting.

**Additional duties of senior of the Student Hostel:**

- To know the structure and operational goals of RSU SU;
- To know the Internal Rules of the service hostel;
- To promote a positive recognition of the image of RSU SU and attitude towards RSU SU students, lecturers, administration and outside RSU;
- As part of the job responsibilities, to take care to eliminate or reduce as far as possible obstacles that adversely affect or may affect the operation of the SU;
- Use resources wisely and goal-oriented;
- To be informed and to maintain contacts with the seniors of other RSU service hostels.

**Rights of senior of the Student hostel:**

- 12 months a year to receive a discount of 50% of the service hostel rent for the work performed in the respective months. In case of non-fulfillment of obligations, the RSU SU Board may decide to reduce the discount;
- To receive free entrance tickets to events organized by RSU SU. (Does not apply to events organized in cooperation with several organizations and where RSU SU is a cooperation partner);
- To ask for help from the RSU SU or the manager of the service hostel for the performance of their duties, if such a need arises;
- To request a written explanation of the violation from the residents of the service hostel and guests who violate the Internal regulations of the service hostel. Copies of the explanations must be submitted to the RSU SU at the same time as the senior of SH report;
- To fair, safe and healthy working conditions.

**Responsibility of senior of Student hostel:**

- On compliance with the Internal rules of the service hostel;
- On the performance of the direct duties and the timely receipt of the tasks received quality performance and results;
- For breach of their duties;
- On the consequences of the process and result of the execution of personal decisions;
- Of dissemination of confidential, any other information that may cause moral or material damage to RSU SU;
- About the entrusted materials, work items, means and their preservation.

RSU SU Head of Social Affairs \_\_\_\_\_

Students' hostel senior \_\_\_\_\_