

PROJECT
at the meeting of the
Council of RSU Student Union
on 17 February 2021,
Minutes No. ____

RSU International Student Association (ISA) Job Description

Office of Academic Affairs

The Office of Academic Affairs (hereinafter – Office) represents works in the interests of all international RSU students, monitors university news, regulations, reports changes therein, and advises students on various issues within their competence. Furthermore, the Office is responsible for communication with the people responsible for the study process. Various projects are carried out to ensure that students are appropriately informed about the most recent developments regarding the study process.

Main job responsibilities:

1. To get involved in the improvement of the RSU study process.
2. To actively involve RSU students and student representatives in matters regarding the study process.
3. To prepare and distribute materials to inform RSU students about changes regarding the study process.
4. To organize and coordinate projects and events of the Office.
5. To help communicate with the corresponding departments about students' topical issues.
6. Ensure the election of a Semester Leader no later than 1 week after the Orientation Week in compliance with the Election Regulations.
7. Plan and organize a meeting of all Semester Leaders to inform them of the RSU system and the responsibilities and rights of a Semester Leader at least once per semester.
8. Maintain the circulation of information between ISA and RSU students through the Semester Leaders.
9. Plan and organize an educational seminar for Semester Leaders once per semester.
10. To ensure that the study process complies with the internal regulations of RSU.
11. To promote the implementation of the principles of academic integrity.
12. Perform other tasks and duties on the instructions of the RSU Council, or ISA president/vice-president.
13. To be informed and to maintain contact with Semester Leaders, departments, other ISA Board members and RSU Student Union (hereinafter - SU) Academic Affairs office.
14. Communicate and work in close cooperation with the RSU Head and Assistant to Head of Academic Affairs of the Student Union.

Additional obligations:

1. To know the structure and operational goals of RSU, SU and ISA.
2. To promote positive recognition and attitude of ISA amongst students, faculties, administrations and non-RSU parties.
3. Perform duties according to the developmental goals of ISA.
4. Get acquainted with ISA statutes, hierarchical orders, RSU Constitution, and act in accordance with them.

5. Organize and participate in the development and maintenance of ISA, as well as in the implementation of quality policy.
6. To attend board meetings and actively participate in the decision-making process. If the Office is unable to attend, the ISA President/Vice-President should be notified in a timely manner, explaining the reason for the absence and reporting, in writing, on the development in matters under the Offices' responsibility.
7. Handle the allocated resources responsibly and prudently.
8. Submit monthly reports on what has been done during the past month to the SU Council.
9. In case a Semester Leader performs his/ her duties poorly, a written explanation of the involved parties can be requested.

Responsibility:

1. Comply with the ISA and RSU statutes, hierarchy and internal rules.
2. To ensure that duties are fulfilled in a timely manner and are of high quality.
3. To be aware of the consequences of not fulfilling his/her responsibilities.
4. Achieving the developmental goals set by ISA.
5. Not to spread confidential and other information, that may harm ISA and SU.
6. To preserve and not damage entrusted materials.
7. To ensure that the opinion of all students is represented.

Rights:

1. To have fair, safe and healthy working conditions.
2. To request the ISA Board to suspend the decision if it is in conflict with the ISA or RSU legislation.
3. Receive materials and technical support for the performance of their duties.
4. To manage the money and technical resources allocated by the Council.
5. Request information from RSU SU members, ISA board members, as well as representatives of other RSU organizations, which are necessary for the performance of duties.

RSU SU Chairperson _____ //

RSU ISA Head of Academic Affairs _____ //