

**PROJECT**  
**at the meeting of the**  
**Council of RSU Student Union**

**RSU International Student Association (ISA) Job Description**  
**Assistant to Head of Academic Affairs**

The Assistant shall act in the interest of all students at RSU, shall follow the universities news, regulatory enactments, report changes thereto, as well as advise students on various issues within the scope of their competence. The assistant follows the updates of the university, regulatory enactments, reports on possible changes, as well as advises students on various issues within their competence. Afterwards, him/her has the duty to always inform the Head Of Academic Affairs and The President at all times. The Assistant implements a variety of projects focusing on the quality of study and spare time for students of RSU.

**Main job responsibilities:**

1. Participate in the enhancement of the RSU study process.
2. To actively involve RSU students and student leaders in academic concerns.
3. To produce and deliver information to RSU students informing them of changes in the study process.
4. To organize and coordinate the Office's projects and events.
5. To assist in communicating with the appropriate departments concerning students' current difficulties
6. Assure that a Semester Leader is elected no later than one week following Orientation Week, in accordance with the Election Regulations.
7. Organize and arrange a meeting of all Semester Leaders at least once every semester to brief them on the RSU structure and their roles and responsibilities as a Semester Leader.
8. Ensure sharing of information between ISA and RSU students via the Semester Leaders.
9. Once a semester, arrange an educational lecture for Semester Leaders.
10. To guarantee that the study procedure adheres to RSU's internal requirements.
11. To encourage the use of academic integrity norms.
12. Execute additional functions and obligations as directed by the RSU Council or the ISA president/vice-president.
13. Keep in touch with Semester Leaders, departments, other ISA Board members, and the RSU Student Union (hereafter - SU) Academic Affairs office.

**Additional obligations:**

1. To be familiar with the organization and operating aims of RSU, SU, and ISA.

2. To encourage good awareness and attitude about ISA among students, faculty, administrators, and non-RSU parties.
3. Execute responsibilities in accordance with ISA's developmental goals.
4. Learn about the ISA statutes, hierarchical orders, and the RSU Constitution, and then follow them.
5. Arrange and take part in the creation and upkeep of ISA, as well as the application of quality policy.
6. Attending board meetings and actively participating in decision-making. If the Office is unable to attend, the ISA President/Vice-President shall be notified as soon as possible, stating the cause for the absence and reporting in writing on the status of items within the Office's jurisdiction.
7. Manage the allotted resources with care and caution.
8. Provide monthly reports to the SU Council on what has been accomplished in the previous month.
9. If a Semester Leader fails to fulfill his or her duties satisfactorily, the persons involved may be asked to provide a reasoned response.

**Responsibility:**

1. Comply with the legislation, hierarchy, and internal norms of the ISA and RSU.
2. To guarantee that responsibilities are completed in a timely and high-quality way.
3. To be mindful of the implications of failing to perform one's commitments.
4. Meeting ISA's developmental objectives.
5. Not to disseminate private or any information that might endanger ISA or SU.
6. To protect and not harm items given to you.
7. To guarantee that the views of all students are heard.

**Rights:**

1. To have working circumstances that are fair, safe, and healthy.
2. To propose that the ISA Board postpone the decision if it is in violation of ISA or RSU regulations.
3. Receive tools and technical assistance to help them fulfill their job.
4. To administer the Council's financial and technical resources.
5. Request information from RSU SU members, ISA board members, and representatives of other RSU organizations that is required for duty performance.

RSU SU Chairperson\_\_\_\_\_ / /

RSU ISA Assistant to Head of Academic Affairs\_\_\_\_\_ / /