

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

**RSU International Student Association (ISA) Job Description**  
**Assistant to Head of Sports and Integration**

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 inform the Medical Science Director at all times. The Assistant implements a variety of projects focusing on the quality of study and spare time for students of RSU.

**Main responsibilities of the job:**

1. Organizing cultural and sport events for RSU students with his/ her Head.
2. Taking care of the diversity of cultural events (theatre, concerts, art, etc.).
3. Coordinate project managers, monitor their activities, regular contact and monitor the development of projects.
4. Informing activists of the various measures in which experience can be gained in the organization of projects.
5. Develop joint projects with SP and other universities and organizations.
6. To be informed of cultural and sport events organized in other universities.
7. Communicate with coaches on sport teams as needed.
8. Cooperate with the RSU Sports Club (Sports Day, Tournaments).
9. Setting up an informative seminar for activists wishing to take part in this direction.
10. Overseeing the activities of the RSU ISA Sports groups.
11. Communicate and work in close cooperation with the RSU Head of Culture and Sports Affairs of the Student Union.

**Additional duties:**

1. Manage the structure and operational objectives of RSU ISA.
2. Familiarity with the ISA and SU Statutes, the Election Statute, hierarchical orders, the RSU Constitution and take action according to them.
3. Perform duties according to the developmental goals of ISA.
4. Organize and participate in the development and maintenance of RSU ISA and in the implementation of quality policy.

5. Promote positive awareness of the image of RSU ISA and SU and attitudes towards RSU ISA learners, teaching staff, administration and non-RSU.
6. Compulsory attendance at the meetings of the Governing Board and active involvement in decision-making. Where it is not possible to appear, to notify the President or Vice President and other directions in the board in good time, explaining the reasons for the absence, as well as in writing the matters under his/her responsibility.
7. Use resources wisely and objectively targeted.
8. Submit monthly reports on what has been done during the past month to the SU Council.

**Responsibility:**

1. Comply with the ISA and SU 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.

**Rights:**

1. To have fair, safe and healthy working conditions.
2. To request the ISA Board to suspend the decision if it conflicts with the ISA or SU 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 Assistant to Head of Sports and Integration \_\_\_\_\_ //