

**PROJECT**  
**Job Description and Duties**  
**Assistant to Medical Science Office**  
**RSU ISA Board**  
**20th December 2021**

**RSU International Student Association Job Description**  
**Assistant to Medical Science Officer**

The assistant head of this field works in the interest of all RSU students. The assistant works under the direct supervision of the RSU ISA Medical Science Office, that after receiving the recognized delegation, will be able to replace the Head of Medical Science Office in case of his/her absence, as well as in various events, meetings, working groups, etc. 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 Head of Science Office at all times. Additionally, has the ability to implement various projects aimed at the quality of RSU students' studies and free time.

**Main job responsibilities:**

1. To get involved in the promotion, supervision and development of the Student Scientific Circles (SZP), to increase their capacity, to financially and organisationally support the activities of the groups (both from ISA and RSU funds). Together with the Head of Science organizes meetings with the leaders of the Student Scientific Group;
2. Participate in discussions about students' research opportunities and their provision;
3. Together with the Head of Science, organize educational events or seminars (including the Science seminar), about which RSU students are informed about the possibilities of developing scientific works;
4. Involve students in scientific activities designed for students studying in Social Sciences;
5. To get involved in communication with RSU scientific laboratories and institutes, to develop opportunities for students to cooperate with them;
6. Join or, if necessary, replace the Head of Science in various types of meetings and appointments;
7. Prepare informative materials, maintain the Science section on the RSU ISA website and the Facebook Scientific Activity page updated in order to inform students about current events in science;
8. To perform other tasks and responsibilities as instructed by the Council, the Management Board or the Chairman of the Management Board.

**Additional responsibilities:**

1. To know the structure and goals of ISA;
2. To get acquainted with the SP statutes, election regulations, rules of procedure, RSU constitution, and act in accordance with them;
3. To organize and participate in the improvement and maintenance of ISA, as well as in the implementation of quality policy;

4. To promote a positive recognition on the image of RSU ISA and a positive attitude towards RSU students, lecturers, administration and outsider RSU;
5. Within the ability of his/her duties, to eliminate or reduce as far as possible, obstacles that may adversely affect the operation of ISA;
6. Mandatory attendance at board meetings and active participation in decision making. If attendance is not possible, notify beforehand the Chairman and other board members in a timely manner, explaining the reasons for the absence, as well as reporting in writing on matters under his/her responsibility;
7. Participate in the meetings of the Council and, if necessary, report the activities of the direction;
8. Use resources wisely and goal oriented;
9. To be informed and to maintain contacts with SP within the competence of his/her field;
10. One week before the election of the new board, submit a report of the period of service;
11. At the beginning of each month, submit a report on the previous month's progress;
12. To be informed and to maintain contacts with SP within the limits of their competence.

#### **Responsibilities:**

1. On the compliance with the ISA statutes, the rules of procedure, internal regulations;
2. On the course of their direct duties and the timely and high quality performance, and results of the tasks received;
3. For breach of duty;
4. On achieving the goals set by ISA;
5. On the consequences of the process and result of the execution of personal decisions;
6. For the dissemination of confidential, any other information that may cause moral or material damage to RSU ISA;
7. About the entrusted materials, work items, means, and their preservation.

#### **Rights:**

1. To ensure fair, safe and healthy work conditions;
2. To request the ISA board to suspend the decision if it is in conflict with the ISA legislation;
3. To manage the Money and technical resources allocated by the board;
4. To receive material support to ensure the operation of the direction.

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

RSU ISA Assistant to Medical Science Director \_\_\_\_\_ //