

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

RSU International Student Association (ISA) Job Description
Public Relations Officer

The Public Relations Officer (hereinafter – PR) shall act in the interests of all students of RSU, shall follow the university's news, regulatory enactments, report on changes there, as well as advise students on various issues within the scope of his or her competence.

Main job responsibilities:

1. To create and promote the image of ISA among all students and staff of RSU, international as well as Latvian students.
2. Ensure that the events organized by the ISA are documented in video and photo formats.
3. Create visual materials (posters, videos, flyers, etc.).
4. Provide active marketing and attract activists.
5. Review the information contained in the www.rsu.lv/en/isa at least once a day, updating it as necessary.
6. Regularly review and restore information on profiles used by ISA - Facebook, Instagram and other social networks and platforms.
7. Draw up and publish descriptions of the measures taken by ISA before the event and reviews of the measure.
8. Reflect and explain the decisions and progress made by ISA.
9. Ensuring the availability of high-quality and demonstrated up-to-date information to students: building and designing ISA external stands.
10. Provide adequate publicity to ISA supporters and sponsors.
11. Establish close cooperation with the Marketing department.
12. Maintain contacts and cooperation with the Communications Department as well as with ISA societies.
13. Contact IT regarding various issues the board may face, including handover of the isa@rsu.lv email.
13. 1. Maintaining the ISA newsletter.
14. Where necessary, organize directional working groups, but at least 1 time in the academic year.
15. Perform other tasks and duties on the instructions of the RSU Council, or ISA president/vice-president.
16. Communicate and work in close cooperation with the RSU Head and Assistant to Head of Communication Affairs of the Student Union, have a meeting quarterly or more often, agree on a common image in social media platforms.

Additional duties:

1. To know the structure and operational goals of RSU, RSU Student Union (hereinafter - SU) and ISA.
2. To promote positive recognition and attitude of ISA and SU amongst students, faculties, administrations and non-RSU parties.
3. Perform duties according to the developmental goals of ISA.
4. Get acquainted with ISA and SU 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 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.

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 know 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 is in conflict 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 Public Relations officer _____ //