

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

RSU International Student Association Job Description

Medical Science Officer

The Medical Science Office (hereinafter – office) works in the interest of all RSU students, monitors university news, regulations, reports changes therein, and advises students on various issues within their competence. Various projects are carried out aimed at the qualitative development of RSU students' studies and leisure time.

Main job responsibilities:

1. Organize and coordinate projects and events of the Office.
2. To be involved in the development of Academic Societies, and supervise their activities throughout the academic year:
 - a. To increase their capacity, to support activities of the groups financially and to facilitate the use of available resources.
 - b. Organize regular meetings with the board members of the Academic Societies.
 - c. To ensure an ISA representative at the yearly elections of Academic Society boards.
3. To help communicate with the corresponding departments about students' scientific opportunities and their provision.
4. Together with the RSU Student Union (hereinafter - SU) Science Office, organize educational events and seminars in which RSU students are informed about the possibilities of developing scientific works.
5. Inform students about current opportunities in science at local and international levels.
6. Involve and promote cooperation with International RSU-Alumni.
7. To coordinate science events by overlooking the elected project leader and work groups.
8. Communicate and work in close cooperation with the RSU Head and Assistant to Head of Science Affairs of the Student Union.
9. Manage work of the Assistant to Head of Science Affairs.
10. Perform other tasks and duties on the instructions of the RSU Council, the SU or ISA-Board.

Additional duties:

1. To know the structure and operational goals of RSU, RSU 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 Council.

Responsibilities:

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 or 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.
3. To manage the money and technical resources allocated by the Council.
4. 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.
5. In case a board member of an Academic Society performs his/her duties poorly, the head has the right to request a written explanation from involved parties.

RSU SU Chairperson _____ / /

RSU ISA Medical Science Director _____ / /