

RSU Student Union job description

HEAD OF INTERNAL COOPERATION AND HUMAN RESOURCES

The head of the Internal Communication and Human Resources direction (hereinafter - HR) works in the interests of all international 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. Manage and promote internal communication in the RSU ISA board and in-between ISA and Student Union (hereinafter - SU) Board.
2. Ensure the organized circulation of inside information in the day-to-day work of the ISA Board.
3. To constantly assess the situation in the internal communication of the ISA Board and between ISA and SU:
4. To hold feedback sessions, motivational seminars, ensuring a peaceful solution to conflicts and disagreements, as necessary;
5. Improve cooperation and circulation of information between ISA and RSU SU board and other interest representatives.
6. To take care of the continuous attraction of new members and activists in ISA by organizing various educational activities and seminars.
7. Maintain and supplement the activist database for the transmission of the most up-to-date information.
8. Perform other tasks and duties on the instructions of the SU Council, the Board of SU or ISA, or the Chairperson of the Executive Board.

Additional job responsibilities:

1. Manage the structure and operational objectives of RSU, RSU SU and ISA.
2. Get acquainted with ISA and SU statutes, electoral statute, order roll, RSU Constitution, and act in accordance with them.
3. Organize and participate in the development and maintenance of RSU SU and ISA, as well as in the implementation of quality policy.
4. To be familiar with projects organized by ISA.

5. Promote positive recognition and attitude of ISA and SU image towards and among students, faculty administration and non-RSU.
6. to take care, as part of their duties, to remove or reduce as far as possible obstacles which adversely affect or may affect the functioning of the ISA.
7. Compulsory attendance at Board meetings and active involvement in decision-making. If it is not possible to attend, notify the Chairperson and other directions of the Executive Board in good time, explaining the reasons for the absence and reporting in writing the matters under his responsibility.
8. The resources allocated shall be handled responsibly and reasonably.
9. Be informed and stay in touch with RSU SU and ISA within the limits of the directional competence.
10. At the beginning of each month, submit a report to the Council on what was done in the previous month.
11. Communicate and work in close cooperation with the RSU Head and Assistant to Head of Internal Communication and Human Resources Affairs of the Student Union.

Responsibility:

1. Compliance with the rules of the SU Statute, the Order Roll, the internal rules.
2. The timely and qualitative execution and results of its direct duties and of the tasks received.
3. For violating HR duties.
4. The achievement of the objectives set by the ISA and SU.
5. The consequences of the process and result of the execution of decisions taken personally.
6. The dissemination of confidential, any other information that may bring moral or material damage to ISA or SU.
7. The materials entrusted, the work items, the means and their preservation.

Right:

1. Fair, safe and healthy conditions for the performance of the post.
2. Request the Board of ISA to suspend the decision if it is contrary to SU or ISA legislation.
3. To handle the cash and technical resources allocated by the Board.
4. Receive material and technical support for the performance of their duties.

RSU SU Chairman _____ //

ISA Head of Internal Cooperation and Human Resources _____ //