

RSU International Student Association (ISA) Job Description

Office of Academic Affairs

The Office of Academic Affairs (hereinafter – “the Office”) represents and advances the academic interests of all international students at Rīga Stradiņš University (RSU). The Office monitors developments within the University’s academic environment, communicates relevant updates to students, and provides guidance on study-related matters. It serves as a liaison between students, faculty, and administrative departments, ensuring transparency, academic integrity, and continuous improvement in the study process.

Main Job Responsibilities:

1. Contribute to the continuous improvement and quality assurance of the RSU study process.
2. Actively engage students and student representatives in discussions and initiatives related to academic affairs.
3. Prepare, publish, and distribute accurate and timely information to students regarding academic regulations, changes, and updates.
4. Plan, organize, and oversee academic projects, workshops, and events initiated by the Office.
5. Maintain effective communication between students and relevant RSU departments regarding academic concerns and developments.
6. Ensure the election of Semester Leaders no later than one week after Orientation Week, in accordance with Election Regulations.
7. Plan and conduct meetings with all Semester Leaders at least once per semester to familiarize them with RSU systems, policies, and their responsibilities.
8. Maintain a consistent and transparent flow of academic information between the ISA, Semester Leaders, and the broader student body.
9. Organize at least one educational or training seminar for Semester Leaders per semester.
10. Oversee that the study process complies with RSU internal regulations and academic standards.
11. Promote and uphold the principles of academic integrity and ethical conduct.
12. Carry out tasks assigned by the ISA President/Vice-President or the RSU Student Union (SU) Council.
13. Maintain communication and collaboration with Semester Leaders, RSU departments, ISA Board members, and the SU Academic Affairs Office.
14. Work in close cooperation with the RSU Student Union’s Head and Assistant Head of Academic Affairs to ensure cohesive academic representation.
15. Facilitate collection and analysis of academic feedback through digital platforms and structured reporting systems to improve transparency and responsiveness.

Additional obligations:

1. Be knowledgeable of the structure, mission, and strategic goals of RSU, SU, and ISA.
2. Promote a positive image of ISA among students, faculties, administrative units, and external partners.
3. Perform duties in line with ISA's strategic and developmental objectives.
4. Act in accordance with the ISA Statutes, RSU Constitution, and relevant internal regulations
5. Participate in the development and implementation of ISA's academic quality and improvement policies.
6. Attend Board meetings and actively contribute to the decision-making process. If unable to attend, notify the ISA President/Vice-President in advance, provide a reason for absence, and submit a written update on ongoing tasks.
7. Manage allocated financial and technical resources responsibly and transparently.
8. Submit monthly progress reports to the SU Council summarizing activities and outcomes.
9. In cases where a Semester Leader fails to fulfill duties adequately, initiate communication with the involved parties and request written explanations or reports.

Responsibility:

1. Comply with ISA and RSU statutes, hierarchy, and internal procedures.
2. Ensure timely and high-quality completion of all assigned duties.
3. Understand and accept the consequences of not fulfilling assigned responsibilities.
4. Contribute to achieving ISA's academic development goals.
5. Maintain confidentiality and refrain from sharing sensitive information that could harm ISA or SU.
6. Preserve and properly handle materials, resources, and documentation entrusted to the Office.
7. Represent the academic interests and perspectives of all international students impartially and fairly.

Rights:

1. Work in a fair, safe, and respectful environment.
2. Request a review or suspension of any ISA or RSU decision conflicting with ISA or RSU regulations.
3. Receive access to the materials, information, and technical support necessary to perform duties effectively.
4. Manage and account for allocated funds and resources as approved by the ISA Council.
5. Request relevant information from RSU SU members, ISA Board members, or representatives of other RSU organizations essential to fulfilling responsibilities.

RSU SU Head of Academic Affairs_____ / /

RSU ISA Head of Academic Affairs_____ / /