

**PROJECT**  
**at the meeting of the**  
**Council of RSU Student Union**  
**2025,**

**RSU International Student Association (ISA) Job Description**  
**Office of Sports and Integration**

The Office of Sports and Integration shall act in the best interest of all students and lead the development, coordination, and promotion of all ISA activities related to sports and student integration. The Head and Assistant oversee projects that foster community building, encourage student participation, and enhance the overall student experience within RSU. This role requires strong initiative, leadership, and continuous communication with RSU bodies, sports societies, the Student Union and external organisations.

The Head of Sports and Integration is also responsible for supervising the Assistant, ensuring smooth departmental operations, and setting strategic goals for sports and integration within ISA.

**Main responsibilities of the job:**

1. Provide leadership and strategic direction for all sports and integration initiatives within RSU ISA.
2. Plan, organise, and oversee major sporting and integration events for RSU students (e.g., Sports Day, Welcome Week activities, tournaments, cultural events).
3. Supervise, guide, and support the Assistant to ensure successful implementation of projects and efficient communication within the department.
4. Coordinate and manage project managers, ensuring timelines, responsibilities, and goals are clearly set and consistently met.
5. Develop partnerships and joint projects with RSU Student Union, other universities, RSU Sports Club, and external organisations.
6. Maintain regular contact with RSU sports societies and oversee their functioning, needs, and development.
7. Promote student engagement by informing and encouraging activists to participate in sports and integration projects.
8. Monitor sports and integration initiatives at other universities and introduce best practices within RSU ISA.
9. Ensure effective communication and collaboration between the ISA Board, the Student Union, and relevant RSU administrative bodies.
10. Represent the department at Governing Board meetings and actively participate in ISA decision-making processes.

**Additional duties:**

1. Contribute to the development, implementation, and improvement of ISA's organisational structure and long-term strategies.
2. Be fully familiar with the ISA and SU Statutes, Election Statute, hierarchical orders, and RSU Constitution, ensuring departmental compliance.

3. Participate in shaping and implementing ISA's quality and improvement policies.
4. Promote a positive image of ISA and SU among the student body, university administration, teaching staff, and external partners.
5. Use ISA's financial and material resources transparently, responsibly, and in accordance with regulations.
6. Compulsory attendance at the meetings of the Governing Board and active involvement in decision-making. Where it is not possible to appear, to notify the President or Vice President and other directions in the board in good time, explaining the reasons for the absence, as well as in writing the matters under his/her responsibility.
7. Submit monthly progress reports to the Student Union Council summarising department achievements, ongoing tasks, and future plans.
8. Ensure that departmental responsibilities are properly delegated and completed, addressing challenges or delays proactively.

### **Responsibility:**

1. Ensure strict compliance with ISA, SU, and RSU regulations and internal rules.
2. Guarantee that all duties within the department are completed on time and to high professional standards.
3. Identify and communicate obstacles that may interfere with responsibilities, seeking solutions promptly with the President and Vice President.
4. Maintain a high degree of professionalism, confidentiality, and discretion in all departmental matters.
5. Support ISA's mission, values, and developmental goals through proactive leadership and team collaboration.
6. Oversee and evaluate the performance of the Assistant and project managers, providing guidance and feedback where necessary.

### **Rights:**

1. To work in a respectful, safe, and non-discriminatory environment, in accordance with Latvian labour regulations and RSU policies.
2. To request that the ISA Board or SU Council review or suspend decisions that conflict with ISA or SU regulations.
3. To access necessary administrative, financial, and technical resources required to fulfil departmental responsibilities.
4. To request and receive information from RSU SU members, ISA Board members, and RSU organisations when required for the execution of duties.
5. To make decisions within the scope of departmental authority and manage allocated resources responsibly for sports and integration projects.

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

RSU ISA Head of Sports and Integration \_\_\_\_\_ //