

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

**RSU International Student Association (ISA) Job Description**

**Liaison Officer**

The Liaison Officer serves as the central communication link between ISA, national and social societies, other university associations, and external partners. This role ensures that student societies are well-supported, represented, and integrated into ISA's mission of fostering diversity, unity, and collaboration across RSU's international community.

**Key Responsibilities**

1. **Communication & Support:**  
Serve as the main point of contact for all national and social societies. Support them with administrative needs such as room bookings, Zoom meetings, and equipment borrowing.
2. **Monitoring & Approvals:**  
Oversee the submission of monthly reports from societies and review all proposed events for approval in accordance with ISA and RSU guidelines.
3. **Event Coordination:**  
Take primary responsibility for organizing ISA's flagship events including *Worldwide, Information Fair*, and *Cultural Integration Week*. Act as ISA's counterpart for *SP Integration Week* and assist in other ISA-led events throughout the academic year.
4. **External Collaboration:**  
Act as the main contact person for collaborations with other International Student Associations at universities across Latvia and abroad, as well as for partnerships with companies and external organizations.
5. **Organizational Contribution:**
  - Understand ISA's structure, mission, and goals.
  - Be familiar with the SP (Student Parliament) statutes, election regulations, rules of procedure, and RSU constitution, and operate in accordance with them.
  - Participate in the development, improvement, and maintenance of ISA's quality standards and internal processes.

- Promote a positive image of ISA and RSU, fostering respect and cooperation among students, faculty, and external partners.
- Identify and address obstacles that could hinder ISA's functioning or communication with societies.

#### 6. **Governance & Reporting:**

- Attend all ISA board meetings, actively contribute to discussions, and participate in decision-making.
- If attendance is not possible, inform the ISA President and other board members in advance, provide reasons for absence, and submit written updates on ongoing responsibilities.
- Attend Council meetings when required and present updates on liaison activities.
- Submit a monthly progress report at the beginning of each month.

#### 7. **Resource Management:**

Use ISA and RSU resources responsibly and in alignment with organizational goals.

Maintain communication and collaboration with the RSU Student Parliament (SP) within the scope of liaison responsibilities.

The Liaison Officer plays a key role in shaping an inclusive, connected, and vibrant international student environment at RSU. Through effective communication, organization, and collaboration, this position ensures that ISA's initiatives run smoothly and that every society feels represented and supported.

RSU SU Chairperson of the board \_\_\_\_\_ //

RSU ISA President \_\_\_\_\_ / /