

Job description for the head of education

The head of education has the overall responsibility for ensuring that the student union carries out its mission as a reviewer for the Mälardalen University. This is done by representing the student union and the students in the central overarching councils and committees and by recruiting student representatives to underlying councils and committees. To be able to do qualitative work, the head of education also needs to conduct some external monitoring in the field of the subject. Finally, the head of education is the one who receives, and processes education-related student matters received by the student union.

Boards and councils ≈ 14,7% (5 hours / week)

The head of education sits on various central councils and committees at the university to represent the union, for example, the faculty board, management council and the Central education council (CUR).

Coordination of student representation ≈ 30% (10.2 hours / week)

Recruitment, appointment, dismissal

The head of education is responsible for recruiting, appointing, and training suitable candidates for the position of student representative and dismissing inappropriate student representatives. In addition, the head of education appoints the student representative to the student union's committee.

Educating student representatives

Each new student representative must be given access to the handbook with the information needed for the assignment when they become a student representative. The head of education is responsible for assuring that the information in the manual is current and relevant. Once a term, the university organizes together with the head of education, an education for the student representatives.

The education aims to give students a basic knowledge of the university and the student union respective organizations and what is expected of them as student representatives.

Administration of student representatives

The head of education is responsible for administering a list of student representatives and assuring that it is constantly up to date. The administration also includes processing time reports and issuing certificates for completed assignments.

Education Committee SIEC

The head of education is responsible for the student union's education committee which is called Student influence education committee (SIEC). The head of education with the support of head of environment once a month holds SIEC meeting, they are responsible of planning the agenda, protocols, inviting all the student representatives and the head of education of all line associations to discuss education-related issues. The committee appoints student representatives and alternates to committees and councils when the head of education does not have the opportunity to participate.

Monitor education quality and educational issues ≈ 11,7% (4 hours / week)

The head of education is responsible for monitoring the quality of education at the university. As well as holding a seat on various councils and committees, the head of education is responsible for managing received referrals, notifications, and the like from the university. To ensure quality of the work, the head of education also needs to conduct external monitoring of educational issues and have contact with relevant organizations, such as UKÄ, SFS, UHR and others student unions.

Monitor student influence at the university ≈ 5,8% (2 hour / week)

The head of education is responsible for monitoring that the students have had influence in every education-related decision made at the university. It also means being an active voice in the development of student influence at the university, both through collaboration and critical examination. This is performed on an ongoing basis in connection with other assignments.

Handling of student matters ≈ 5,8% (2 hours / week)

The head of education has continuous contact with the student ombudsman and the student safety representative to communicate, be notified and discuss various student matters received. Student matters concerning education are handled by the head of education. That means, among other things, informing the student about the university's policies and what support the student has the right to receive from the university.

Represent and inform the students in the university ≈ 11,7% (4 hours / week)

The head of education is responsible for representing and informing the students about student representative work. As well as informing students how, they can influence and improve their education and environment by having their voice heard. Also, to prepare presentations to present during the beginning of semesters and for professors to present to inform their students.

Additional group projects/meetings ≈ 10% (3,4 hours / week)

The group projects/meeting are written in the document *"Job description for the group to work towards common goals."*

Additional work time ≈ 10% (3.4 hours / week)

These hours should be used to evaluate/plan and can be added wherever there is need for additional work for the union.