

Job description for the head of study environment

The head of student environment 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 at the university. To be able to do qualitative work, the head of student environment also needs to conduct some external monitoring in the field of subject. Finally, the head of student environment is the one who receives, and processes environment-related student matters received by the student union.

Coordination of student representation ≈ 11,7% (4 hours / week)

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. Together with the head of education, the head of environment is responsible for assuring that the information in the manual is current and relevant. Once a year, the university organizes, together with the head of education and head of environment, 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.

Education Committee SIEC

The head of education with the support of head of environment once a month holds Student influence education committee (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.

Handling of student matters ≈ 8,8% (3 hours / week)

The head of environment has continuous contact with the student ombudsman and the head of environment at MDU and student safety representative to communicate, be notified and discuss various student matters received. Student matters concerning the study environment are handled by the head of environment. 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.

Disciplinary Board ≈ 17,6% (6 hours / week)

The head of student environment sits with a student representative on the disciplinary committee, the university's body where cheating is investigated, and any penalties are decided. The board meets every other week for about four hours and the documents take about two to four hours to go through.

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

The head of environment sits on several central councils and committees at the university to represent the union, for example one academy management council, referensgrupp etc.

Mälardalen's Student Union

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Student safety representative ≈ 19,4% (6,6 hours / week)

The head of student environment's main area of responsibility is to be the students' safety representative and represent the students in various forums where study environment issues are discussed and to carry out safety rounds in the premises on campus where students conduct their studies. The assignment also includes handling student matters concerning the study environment.

Student housing issues > 1%

The head of student environment is part of the student housing group for Eskilstuna and Västerås, together with the vice president responsible for representing the student's voices in the forum and providing feedback to the Mälardalens student union board on the situation for student housing. The meetings with the student housing groups occur about two to three times per semester and the meetings take about two hours.'

Assisting the head of education 8,8% (3 hours / week)

The head of student environment assists the student influence in their work with handling student matters, planning and implementing meetings/activities with the student representatives.

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 ≈ 8% (3 hours / week)

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