

## 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 (MDU). 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. This role also involves managing and supporting the student representatives.

### University Representation

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). The Head of Education is the backup for Vice Chairman for Education and Head of Study Environment if they are unavailable to attend MDU's meetings and vice versa.

### Recruitment, Education, and Administration of Student Representatives (SR)

The Head of Education is responsible for interviewing, recruiting, appointing, and training suitable candidates for the position of student representative (SR), as well as dismissing unsuitable student representatives. All recruitment and dismissals must be reported to the relevant councils and committees at MDU. All new recruitment signs SR contracts, therefore, the Head of Education is responsible for updating and archiving the SR contracts.

Each new student representative must receive access to the handbook containing essential information for their role. The Head of Education ensures that this handbook remains current and relevant. Once per term, MDU, in collaboration with the Head of Education, organizes training sessions for student representatives. These sessions provide a foundational understanding of both the university and the student union, along with the expectations for student representatives.

The Head of Education also manages a continuously updated list of student representatives which is named the SR Master Document. Administrative responsibility includes processing time reports and issuing certificates for completed assignments.

### *Student Influence 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 Vice Chairman for Education and Head of Study 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 program associations to discuss education-related issues at MDU and/or national education issues SFS brings up. The committee appoints student representatives and alternates to committees and councils when the head of education does not have the opportunity to participate.

**Represent and inform the students in the university**

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. Therefore, the Head of Education and Head of Study Environment must have Kårendag once a month on each campus to spread awareness to students regarding student influence and to recruit SRs.

**External collaboration**

The Head of Education, in collaboration with the Vice Chairman for Education and the Head of Study Environment, maintains a close working relationship with the Swedish National Union of Students (SFS). They actively participate in most of SFS's digital meetings and attend the two annual in-person member meetings, where national priorities are determined. When necessary, they gather input from Student Representatives (SRs) to influence national-level matters and seek support from SFS as needed.

**Additional group projects/meetings**

The group projects/meetings are written in the document *“Job description for the group to work towards common goals.”*

**Additional work time**

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