

# **Assignment description for education monitoring coordinator.**





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# Assignment description for education monitoring coordinator

## Purpose

The assignment description for the Education Monitoring Coordinator shall be used as a tool to clarify the scope of the role and the tasks included. The assignment description shall be seen as a complement to the Göta studentkår's statutes, full-timer policy, and delegation order. The Education Monitoring Coordinator works from the office at Studenternas Hus.

## Overall

The Education Monitoring Coordinator works closely with the sections, supporting them in education-related monitoring issues, and administrates and coordinates the work with student representatives. The Göta studentkår's Education Monitoring Coordinator also holds the primary responsibility for coordinating the education monitoring within the organization.

## Organization and powers

The Education Monitoring Coordinator reports to the Representative Assembly. The Education Monitoring Coordinator is a member of the Union Board. Together with the Union Chairperson, Vice Union Chairperson, and Event and Association Coordinator, the Education Monitoring Coordinator forms the Union Leadership. The Education Monitoring Coordinator may be appointed as an authorized signatory.

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## Union-wide responsibilities

A significant portion of the work carried out by the Education Monitoring Coordinator is done in close collaboration with the Union Board, sections, and other parts of the organization to collectively improve the Union's work.

Union-wide tasks:

- › Participate in Representative Assembly meetings
- › Participate in Union Board meetings
- › Participate in the Management Council and Education Council
- › Participate in working groups appointed by the Union Presidium and Management Council
- › Provide assistance when needed at Union-wide events

## Educational monitoring

### Overall

The overall education monitoring work is mainly focused on strategic issues and areas. The person in charge of education monitoring is responsible for relevant issues in the operational plan and works in other respects to develop education supervision at both section level and central level.

Tasks regarding overall education monitoring work:

- › Be responsible for delegation and implementation of education monitoring issues in the operational plan
- › Be responsible for collecting opinions from students about their education
- › In consultation with the section chairperson, create forums for students to be able to communicate with Göta studentkår regarding education-related issues
- › Conduct education monitoring-focused activities at both section level and central level
- › Responsible for the strategic work with educational issues at central level and coordination at section level
- › Analyse statistics and administer student matters

### Education monitoring at central level

Tasks for the education monitoring coordinator at the central level includes being

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responsible for educational monitoring for the entire organization. This mainly means representing Göta studentkår in relevant collaborative bodies that work with education monitoring and reporting the work to the board. Internally, the Education Council is the central task, where the role of head of educational monitoring is to call meetings and handle the matters that arise.

Tasks regarding education monitoring at central level:

- › Apply to be a member of the Board of Education
- › Apply to be a member of the quality committee
- › Participate in other education-related bodies
- › Attend relevant meetings with Gothenburg University's management

### **Coordination of education monitoring at section level**

The primary purpose of the education monitoring coordinator role at section level is to coordinate and assist the sections in their work. This may, for example, involve supporting the sections in the handling, administration and appointment of student representatives, assisting with knowledge and support in various issues and assisting the sections with education-related matters that are sensitive or difficult to handle.

Tasks regarding education monitoring at section level:

- › In consultation with the sections, compile relevant education monitoring issues, both on an overarching level and on a faculty-specific level
- › Support the sections with appointing student representatives, administration, and marketing
- › When needed and requested, hold union presentations
- › Support section full-timers in creating relevant union presentation materials
- › Organize networking meetings for student representatives
- › Compile a list of all student representatives at the section level
- › Ensure that the compilation of student representatives remains updated and accurate
- › When needed, support the sections in driving educational issues at the faculty level

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## The Education Council

The Education Council is Göta studentkår's primary forum for discussing and coordinating education monitoring. Education monitoring coordinator is mainly responsible for the education council.

Tasks regarding the Education Council:

- › Convene the educational councils
- › Send out the agenda and documents
- › Lead the meetings
- › If necessary, follow up on points that are dealt with at the education councils

## Students' work environment

In addition to education monitoring, the Education Monitoring Coordinator has a supportive role regarding students' work environment. The Education Monitoring Coordinator is responsible for driving relevant work environment issues at the university-wide level.

Tasks regarding students' work environment:

- › Drive work environment issues at the university-wide level, as well as at the faculty level in collaboration with section chairpersons and SHAMOs (Student Health and Work Environment Officers)
- › Organize networking meetings for SHAMO and SAMO (Student Health and Safety Officers)
- › Invite SHAMO and SAMO to SFS (Swedish National Union of Students) networking meetings

## Cooperation bodies

The coordinator for education monitoring must ensure that the education at the university maintains a high national level. Thus, coordinator for education monitoring should get involved in cooperation bodies at local and national level.

General tasks regarding partner organizations:

- › Participate in Sweden's United Student Unions (SFS) networking meetings

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- › When necessary and possible, attend the physical SFS membership meetings held twice a year
- › When necessary and possible, attend the digital SFS membership meetings during the academic year
- › When necessary and possible, participate in meetings with the U6 network (an informal collaboration between student unions at major universities in Sweden)
- › Drive education-related issues at the national level

### **Göteborgs universitets studentkårer (GUS)**

Göteborgs universitets studentkårer (GUS) is a cooperative body for the student unions at the University of Gothenburg. GUS has direct contact with the rector and university leadership, which is why it is important to regularly report to GUS on matters that should reach the rector and university management. The Education Monitoring Coordinator (Utbildningsbevakningssamordnare) has the main responsibility for working with GUS.

Tasks concerning GUS:

- › Be convenor for Göta studentkår's GUS delegation
- › Responsible for the GUS delegation's preparatory work, for example pre-meetings
- › Nominate members to the GUS board
- › Responsible for developing the collaboration with GUS
- › Keep the union board informed about the work with GUS

*The assignment description shall be updated by the current Union Presidium before the nomination period for full-timer positions opens each spring semester and must be available before the nomination period begins.*

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