

**Assignment
description for
education monitoring
coordinator.**





Type of document: Assignment description
Adopted by: The Representative Assembly, 2022-03-22
Last revised: 2024-02-07

Assignment description for education monitoring coordinator

Purpose

The assignment description regulates what the education monitoring coordinator is about and what tasks are included. The job description shall be seen as a complement to Göta studentkår's statute, full-timer policy and delegation procedure. The educational monitoring coordinator has their office at Studenternas Hus.

Overall

The education monitoring coordinator works closely with the sections and supports them with education supervision-related issues as well as administration and coordination of student representatives. Göta studentkår's education monitoring coordinator has the main responsibility for coordinating the education monitoring at central and section level.

Organization and powers

The education monitoring coordinator answers to the representative assembly. The education monitoring coordinator is a member of the union board. The Education monitoring coordinator along with the Union Chairperson, Vice Union Chairperson, and the Events and Association Coordinator, constitute part of the union leadership and can thus be appointed as signatory.

General union related tasks

A large part of the work as an education monitoring coordinator takes place in close cooperation with Göta studentkår's sections, union board and other parts of the organization in order to jointly improve the union's work.

Tasks:

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- › Attend union board meetings
- › Attend meetings for the representative assembly
- › Participate in the management council and the education council
- › Participate in work groups appointed by the presidium and the management council
- › If necessary, be helpful at union 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. This means, among other things, carrying out activities related to education monitoring, managing, and analysing statistics in the case management system for student representatives.

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 faculty level
- › Analyse statistics and administer the case management system for student representatives

Education monitoring at central level

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

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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 at overall and faculty-specific level.
- › Be supportive of the sections when appointing student representatives with administration and marketing.
- › If needed, participate in presentations of the union for students (kårpresentationer)
- › Support the sections in creating necessary material for "kårpresentationer"
- › Arrange networking meetings for student representatives
- › Compile all student representatives at the section level
- › Ensure that the compilation of student representatives is kept updated and accurate
- › Be helpful with knowledge and support in the pursuit of educational issues at faculty level when needed.
- › If needed, evaluate the training monitoring at section level and be involved in improvement measures.

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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 educational supervision, education monitoring coordinator have a supporting function when it comes to students' work environment. Education monitoring coordinator can, for example, work with relevant work environment issues at a central level.

Tasks regarding students' work environment:

- › Manage work environment issues at central level, as well as at section level together with section chairman and SHAMO
- › Arrange networking meetings for SHAMO and SAMO
- › Invite the SHAMO and SAMO to SFS network meetings

Cooperation body

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 Sveriges förenade studentkårers (SFS) network meetings and represent Göta studentkår at member meetings
- › If necessary, participate in meetings with the U6 network (informal collaboration between unions at Sweden's major universities)
- › Pursue education-related issues at national level
- › Be a board member member of Göteborgs universitets studentkårer (GUS)

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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 principal and the university management and therefore it is important to continuously report to GUS on matters that should reach the principal and university management. The education monitoring coordinator has ultimate responsibility for the work 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
- › Responsibility for developing the collaboration with GUS
- › Keep the union board informed about the work with GUS

The assignment description must be updated by the reigning presidium prior to the inauguration of the next presidium and be available no later than before the constituent meeting of the representative assembly.

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