

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 is intended to serve as a tool for clarifying the purpose of the position and the responsibilities it entails. It should be regarded as a supplement to Göta studentkår's bylaws, Policy for full-timers, and Göta studentkårs Delegation order. The Education Monitoring Coordinator is based at the office in Studenternas hus.

Overall Responsibilities

The Education Monitoring Coordinator works closely with the sections and supports them in matters relating to education monitoring, while also administering and coordinating the work of student representatives. The Education Monitoring Coordinator of Göta studentkår also has primary responsibility for coordinating education monitoring across the organisation.

Organisation and Authority

The Education Monitoring Coordinator is accountable to The Representative Assembly. The Education Monitoring Coordinator serves as a member of The Union Board. Together with the Union Chairperson, the Vice Union Chairperson, and the Event and Association Coordinator, the Education Monitoring Coordinator forms the Union Leadership. The Education Monitoring Coordinator may be appointed as an authorised signatory for Göta studentkår.

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411 34 Göteborg

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gotastudentkar.se
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Union-wide Responsibilities

A significant part of the Education Monitoring Coordinator's work is carried out in close collaboration with The Union Board, the Section Boards, and other parts of Göta studentkår in order to jointly develop and improve the organisation's activities.

Union-wide tasks:

- › Attend meetings of The Representative Assembly
- › Attend meetings of The Union Board
- › Participate in the Leadership Council and the Education Council
- › Participate in working groups and project groups appointed by the Union Presidium and the Leadership Council
- › Assist with union-wide events when required

Representation

The Education Monitoring Coordinator shall represent Göta studentkår in relevant contexts.

Tasks related to Representation:

- › Represent Göta studentkår in its relations with the University of Gothenburg.
- › Attend meetings with the University of Gothenburg's senior management, such as the Vice-Chancellor's Breakfast Meetings.
- › Represent Göta studentkår in relevant collaborative bodies.
- › Represent Göta studentkår in relevant contexts with the purpose of maintaining and strengthening relationships with other student organisations.

Education Monitoring

Overall Work with Education Monitoring

Education monitoring is the systematic work aimed at ensuring that students' education is of a high quality and that their rights and interests are safeguarded within their education.

The Education Monitoring Coordinator is responsible for relevant matters outlined in the operational plan and works to develop and improve education monitoring. The Education Monitoring Coordinator shall work to ensure that students are informed about their rights, with the aim of fostering engagement in student participation and influence. The

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Education Monitoring Coordinator also works to increase the visibility of Göta studentkår's education monitoring work among the students represented by Göta studentkår.

Tasks related to Overall Education Monitoring:

- › Be responsible for gathering students' views on education monitoring in order to identify the issues that Göta studentkår should prioritise and advocate for
- › Advocate for students' views in relevant bodies
- › Handle student cases relating to education and the study environment
- › Be responsible for education-related matters in the operational plan
- › Increase the visibility of Göta studentkår's work on education monitoring

Coordination of Education Monitoring

The Education Monitoring Coordinator is responsible for coordinating Göta studentkår's education monitoring. The purpose of this coordination is to establish a common approach throughout the organisation in the area of education monitoring.

Tasks related to the Coordination of Education Monitoring:

- › Coordinate Göta studentkår's advocacy work concerning matters affecting students across all faculties represented by Göta studentkår
- › Establish forums for Section Board members responsible for education monitoring, with the aim of promoting collaboration and the exchange of experience.
- › Compile and analyse student cases in order to gain insight into students' educational situation
- › Develop and update educational materials relating to education monitoring

Student Representation

The Education Monitoring Coordinator works with student representation within the organisation, primarily by supporting and promoting student representation at section level. The assignment also includes establishing forums for the exchange of experiences and highlighting the work of student representatives.

Tasks related to Student Representation:

- › Support the sections' work to recruit student representatives.
- › Support the sections' work to appoint student representatives.

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- › Support the sections' administration of student representatives.
- › In consultation with the respective Section Chairperson, update Göta studentkår's website with vacant student representative positions.
- › Develop and update training materials for student representatives.
- › Compile and analyse student representative reports in order to identify and highlight common issues relating to education monitoring.
- › In consultation with the respective section, organise and participate in networking forums for student representatives.
- › Lead and coordinate the annual Student Representative Appreciation event.
- › Create and distribute emails to student representatives when required.
- › Stand for election to education-related bodies when required.

Support for Section Activities

The primary purpose of the Education Monitoring Coordinator's role at section level is to support the sections in their education monitoring work. The role shall also contribute to highlighting the sections' work on education monitoring.

Tasks related to Supporting Section Activities:

- › Support the sections in their general education monitoring work
- › Support the sections' associations in matters relating to education monitoring
- › Develop and update materials for presentations about Göta studentkår
- › Support the sections, where necessary, in delivering presentations about Göta studentkår
- › Participate, where necessary, in coffee days with themes relating to education monitoring
- › Support the sections, where necessary, in handling student cases

Education Council

The Education Council is Göta studentkår's primary forum for discussing and coordinating education monitoring. The Education Monitoring Coordinator has overall responsibility for the Education Council.

Tasks related to the Education Council:

- › Convene meetings of the Education Council
- › Prepare and draft documentation for the Education Council

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- › Distribute the agenda and meeting documents
- › Chair the meetings
- › Follow up on matters discussed by the Education Council when necessary

Collaborative Bodies

Göta studentkår is a member of several collaborative bodies. The Education Monitoring Coordinator shall represent Göta studentkår in two of these.

Sveriges Förenade Studentkårer (SFS)

Sveriges Förenade Studentkårer (The Swedish National Union of Students), SFS, is an association of student unions at universities and higher education institutions in Sweden, established to create a common student voice. SFS advocates for student policy and education monitoring at national level. Göta studentkår is a member of SFS and shall be represented at membership meetings and other events organised by SFS.

Tasks related to Sveriges Förenade Studentkårer (SFS):

- › Participate in SFS networking meetings
- › Participate, where necessary, in SFS physical membership meetings, which are held twice a year
- › Participate, where necessary, in SFS digital membership meetings during the operational year
- › Keep up to date with SFS's activities and the issues it advocates for
- › Participate, where necessary, in meetings with the U6 network (an informal collaboration between student unions at some of Sweden's larger higher education institutions)

Göteborgs Universitets Studentkårer (GUS)

Göteborgs Universitets Studentkårer (The University of Gothenburg Student Unions), GUS, is a collaborative body for the student unions at the University of Gothenburg. The Education Monitoring Coordinator has overall responsibility for Göta studentkår's work within GUS.

Tasks related to Göteborgs Universitets Studentkårer (GUS):

- › Serve as a member of the GUS board
- › Convene Göta studentkår's GUS delegation

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- › Be responsible for the delegation's preparatory work, such as preparatory meetings
- › Nominate members to the board of Göteborgs Universitets Studentkårer (GUS)
- › Be responsible for developing the collaboration with Göteborgs Universitets Studentkårer (GUS)
- › Keep The Union Board and The Representative Assembly informed about the work of Göteborgs Universitets Studentkårer (GUS).
- › Stand for election to the Education Committee
- › Stand for election to the Quality Committee
- › Stand for election to other education-related bodies at the University of Gothenburg when necessary

The assignment description shall be updated by the current Union Presidium prior to the opening of nominations for elected positions each spring term and shall be made available when the nomination period opens

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