Riga Stradins University
Student unions
21st of March, year 2022
Board meeting prot. no. 2-STP-1/22/2022

Job description of the RSU Student union HOSTEL SENIOR

The senior of the hostel is a representative nominated by the Student union of Rīga Stradiņš University (hereinafter - RSU SU), who acts in the interests of the residents of the Rīga Stradiņš University (hereinafter - RSU) hostel, follows and reports on current news in the hostel, as well as advises residents on various issues and helps to solve problems within the scope of their competence.

1. Duties of the senior of the hostel

1.1. Submit a report in a specific form on a quarterly basis (see Annex 1) to the Head of the RSU SU Social affairs and the Head of the Hostel department (e-mail: viesnicas@rsu.lv), as well as to attend the next regular Board meeting once a quarter after the submission of the documents and present the work done. Reports must be sent by certain dates:

1.1.1. 1st quarter until 31st of March
1.1.2. 2nd quarter until 30th of June
1.1.3. 3rd quarter until 30th of September
1.1.4. 4th quarter until 31st of December

1.2. To know the documentation related to the hostel, i.e., the internal rules of procedure, the terms of the contract, the orders in force.

1.3. Maintain regular contact with residents and the administration, as well as conduct student opinion surveys in relation to hostels at the request of the hostel administration or RSU SU.

1.4. To ensure constant effective problem solving by listening to the complaints of the residents of the relevant hostel, recording them, as well as, if it is not possible to find a solution independently, to turn to the head of the Head of the RSU SU Social affairs and/or the administrator and manager of the hostel.

1.5. Admonish the residents and guests of the hostel for violations of the rules of internal rules of procedure of the hostel, as well as report them to the manager of your hostel and RSU SU.

1.5.1. Depending on the seriousness or repetition of the violation after a pronounced admonishment, request a written explanation addressed to the manager of the hostel.

1.5.2. Copies of the explanations must be submitted to the RSU SU and hostel administration at the same time as the hostel senior report.

1.5.3. To help residents of hostels to disseminate information (orally, flyers, posters, information in the media.c.) related to current events, changes in RSU hostels, RSU, RSU SU, at the request of the respective representatives.

1.6. Once a quarter, inspect existing equipment (kitchen, toilet, washing machine room, lounge) and determine their condition - running or not working - and inform the manager of the hostel.

1.7. At the wishes and necessity of the residents to organise cohesive events for the residents of the respective hostel, informing the head of the RSU SP Social Direction and the manager of the hostel about them in advance.

2. Additional duties of the hostel senior

2.1. Know the structure and operational objectives of RSU, RSU SU.

2.2. Get acquainted with the SPF Articles of Association, the SPF Election Regulations, the Rules of Procedure, the RSU Constitution and other laws and regulations binding on the activities of the SPF and act in accordance with them.

2.3. To promote positive recognition of the RSU SU image and attitude towards RSU SU student, faculty, in the middle of the administration and outside RSU.

2.4. Take care, within the framework of their work duties, to remove or reduce obstacles that adversely affect or may affect the functioning of the SUs.

2.5. Resources should be used sensibly and objectively, in consultation with the Head of the RSU SU Social affairs on the possibilities of their use.

2.6. To be informed and stay in touch with the seniors of other RSU hostels.

3. Rights of the senior of the hostel

3.1. 12 months a year for the work done in the respective months receive a discount of 50% of the rent of the hostel. In case of non-fulfilment of obligations, the RSU SU board may decide to reduce or suspend the discount.

3.2. Receive free entrance cards to events organized by RSU SU. (Does not apply to events organised in cooperation between several organisations and where RSU SU is a cooperation partner).

3.3. Ask the RSU SU, the administrator or manager of the hostel for the performance of his or her duties, if the need arises.

3.4. To fair, safe and healthy conditions for the performance of the position.

4. Hostel senior responsibility

4.1. On compliance with the SPF Statutes, The Rules of Procedure, the Internal Rules of Procedure of the hostel.

4.2. On the course of their direct duties and timely and high-quality performance and results of the received tasks.

4.3. For violation of their duties or abuse of status.

4.4. On the consequences of the process and outcome of the execution process and the result of personally taken decisions.

4.5. On dissemination of confidential, any other information that may cause moral or material damage to RSU SU and RSU.
4.6. On entrusted materials, work objects, means and their preservation.

RSU SU Head of Social affairs _____/_____

Head of RSU Hostel Department _____/_____

Hostel senior _____/_____

Rīga Stradiņš university Student Union
Board chairperson Toms Māriņš Smilga

Annex 1

To RSU SU Head of Social affairs
First Name, Last Name
RSU hostels
Address
hostel senior
First Name, Last Name

report on .... quarter of the year... .

1. Work with the administration and evaluation of the administration

2. Work with residents of the hostel

3. What's new to the previous report

4. Persistent problems

5. Other works

6. Planned works in the upcoming months

Date: dd/mm/yyyy

Signature: _____