Job descriptions

The Student Organization of Agder

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# The STA-board

The STA- board consist of a president, vice-president, officer of academic affairs, officer for the learning environment and communication officer.

All members of the STA-board are elected for one period (1.7-30.6), and a thorough overlap must be carried out between the retiring and the newly elected board members.

It is the duty of all board members to be active and visible members of the board. All board members must be conscious about their role and as a representative for STA.

All board members can be delegated cases that are not directly connected to their specific position. The board members shall also keep themselves updates on relevant politics.

All board members shall strive to anchor national and international student politics locally.

All board members are obligated to attend STA`s board meetings and meetings at the Student Parliament.

The STA-board must follow up all input from the students at the University of Agder (UiA) and must facilitate so that their point of views is being heard.

All board members of STA are bound by a duty of confidentiality. Each board passes and sign a confidentiality agreement.

The STA-board has a joint responsibility when it comes to seminars and conferences that STA facilitates. The STA-board divides the different seminars and conferences between them in accordance with the different areas of subject and what is expedient.

The STA-board must ensure that everyone who wants to participate in STA`s work can do that.

The STA-board shall keep themselves updated on cases from the university- board, and the management of STA shall keep a close cooperation with the board members.

The STA-board shall keep the Student Parliament oriented in cases where representatives, organs, boards or committees does not follow their mandate or job descriptions.

# President

The president is elected for a paid position. It is a position in 100 % (37, 5 hours per week), the salary according to the Norwegian State salary scale 27. The position follows the usual days off and public holidays, and a holiday of 5 weeks. Overtime is compensated with time off, consulted with the vice-president.

**Area of responsibility**

The president is STA`s practical and constitutional leader.

The president is responsible for the daily running of STA. The president shall make sure that STA`s policy documents and politics is followed up.

The president is responsible for the follow up of STA`s finances.

The president is the supervisor for the organizational consultant.

The president shall be a resource for the members of the STA-board and shall help with case handling when necessary.

The president shall not set the agenda for STA alone, but has the overall responsibility to put into action the passed cases made by the Student Parliament or the STA-board.

The president is responsible for summoning meetings of the Student Parliament and the STA-board, and that the cases papers are sent out according to STA`s Regulations. At meetings of the Student Parliament and STA-board, the president is the leader of the meeting.

The president is STA`s press liaison.

The president is responsible for STA being an active responder of hearings. The president has the right to speak on behalf of all students at UiA, the Student Parliament and STA-board.

The president shall work with and follow up STA`s welfare politic and is responsible for following up the cooperation with the Welfare Council of Agder (VT)

The president is responsible for the contact with all student activities and shall summon to and hold the joint meetings for the student activities. The president also follows up the cooperation with the Stiften-board, Alibi-board and Cellar- board.

The president is responsible for the contact with local politicians and working life and shall with this put the students` interest on the agenda.

The president, with the vice-president, shall facilitate for co-operation with other student democratises.

The president is responsible for STA taking an active part of national cases concerning student politics and must work to lift local cases to a higher level.

The president shall, together with the vice-president, meet at *the Studentrådet i Kristiansand* (SIK) with full meeting rights.

The president has a right to observe in all political committees under STA.

The president is responsible for keeping contact with STA`s Election Committee and Control Committee.

# Vice-president

The vice-president is elected for a paid position. It is a position in 100 % (37, 5 hours per week), the salary according to the Norwegian State salary scale 25. The position follows the usual days off and public holidays, and a holiday of 5 weeks. Overtime is compensated with time off, consulted with the president.

**Area of responsibility**

The vice-president is stand in for the president, and is therefore obligated to keep updated on cases being treated in STA.

The vice-president shall be able to relieve the president from representing STA, in addition to other tasks connected to STA.

The vice-president is responsible for STA`s international politics and shall be active towards international cases concerning student politics.

The vice-president shall follow up STA`s politics on sustainability and environment.

The vice-president is the leader for STA`s political committee on sustainability and environment.

The vice-president is the leader of STA`s international affairs committee.

The vice-president has a regular position at UiA`s *Studiestartutvalg.* (Committee for the start of semester festival)

The vice-president shall, together with the president, meet at *the Studentrådet i Kristiansand* (SIK) with full meeting rights.

The vice-president is responsible for keeping contact with the members of the Student Parliament and shall make sure that they receive the proper training.

The vice-president shall, together with the president, facilitate for co-operation with other student democratises.

The vice-president shall be a resource for the members of the STA-board and shall help with case handling when necessary.

# Officer for the learning environment

The officer for the learning environment is elected for a paid position. It is a position in 50 % (18,75 hours per week), the salary according to the Norwegian State salary scale 20. The position follows the usual days off and public holidays, and a holiday of 5 weeks. Overtime is compensated with time off, consulted with the president.

**Area of responsibility**

The officer for the learning environment shall work with STA`s politic on the learning environment, equality, inclusion and diversity.

The officer for the learning environment has a regular position at UiA`s *Studiestartutvalg.* (Committee for the start of semester festival)

The officer for the learning environment has a regular position at UiA`s equality and inclusion committee

The officer for the learning environment meets as a regular observer at UiA`s learning environment committee.

The officer for the learning environment is the leader of STA`s learning environment committee.

The officer for the learning environment shall, together with UiA, make sure that the digital portal for class representatives is updated each semester with the correct information concerning the class representatives.

The officer for the learning environment shall make sure that the newly elected class representatives are being properly trained by attending a course, in co-operation with the faculties and the teacher education unit.

The officer for the learning environment is responsible for designing the *Tillitsvalgthåndboken* and keeping it updated.

# Officer of academic affairs

The officer of academic affairs is elected for a paid position. It is a position in 50 % (18,75 hours per week), the salary according to the Norwegian State salary scale 20. The position follows the usual days off and public holidays, and a holiday of 5 weeks. Overtime is compensated with time off, consulted with the president.

**Area of responsibility**

The officer of academic affairs shall work with STA`s academic affairs.

The officer of academic affairs is responsible for all students’ interests at UiA concerning academic affairs and research.

The officer of academic affairs is the leader of STA`s academic affairs committee.

The officer of academic affairs is the contact person for student representatives in boards and committees at UiA and in STA. The officer of academic affairs shall ensure a proper training and follow-up of them.

The officer of academic affairs shall follow up and ensure the student perspective in UiA`s quality assurance system.

The officer of academic affairs has a regular position at the board of the Matric – centre.

# Communication officer

The communication officer is elected for a paid position. It is a position in 20 % (7,5 hours per week), the salary according to the Norwegian State salary scale 20. The position follows the usual days off and public holidays, and a holiday of 5 weeks. Overtime is compensated with time off, consulted with the president.

**Area of responsibility**

The communication officer shall follow up STA`s external communication.

The communication officer shall follow up STA`s home page, [www.stastudent.no](http://www.stastudent.no), and makes sure to update it with current cases from the boards` work.

The communication officer is responsible for the technical maintenance of [www.stastudent.no](http://www.stastudent.no).

The communication officer shall actively highlight the work that is being done in STA, using among other social media and newsletters.

The communication officer is responsible for the production of graphical material for STA.

The communication officer shall update and follow up the boards` communication strategy.

**Revised 20th of March 2019.**