

Vice President – Jönköping Student Union

Position Summary

The Vice President is elected to support the President in the running of the Student Union with a specific focus on internal operations and the Student Union Generals. They must be able to drive the organization forward for the overall benefit of members and represent their opinions and provide for their needs without personal bias or prejudice.

They are able to undertake a coaching role for the Student Union Generals to ensure that those who work for the organization.

They acknowledge that during their term, they are ambassadors of Jönköping Municipality and Jönköping University and accept that they are accountable for promoting a unified student movement.

Reports to: The Annual Meeting
The Board of Jönköping Student Union
Jönköping Student Union President

Is a leader of: Jönköping Student Union Educational Committee

Is a member of: Jönköping University Services Board
Jönköping Student Union Management Team

Works closely with: Jönköping Student Union President
Student Union Generals
The Student Associations
Direktionen

Primary Responsibilities

- Manage and guide student union generals staff by coordinating and driving forward their responsibility areas and at the same time ensuring unity and continuity.
- Responsible of reviewing the educational quality work from a student perspective at Jönköping University.
- Continuously reviewing organizational processes and documentation e.g. job descriptions, planning and reporting.
- Act as the main link between University Services and members while also maintaining and developing a positive relationship.
- Authorizes/has final decision regarding expenditures relating to associations and resources needed by the Project Manager.
- Ensure continuity of the organization through best practice and documentation of processes and procedures.
- Evaluate the contract between the student associations and Jönköping Student Union.
- Is the secretary of Jönköping Student Board and is responsible of ensuring that protocol looks good and that it is sent, together with the annexes, to the parties concerned.

Key Operational Areas

- Coordination of Student Union Generals.
- Education Quality.

Secondary Responsibilities

- Support the President in the managing and leadership role.
- Represent the organization in formal and informal contexts such as; speeches, interviews, media participation, articles.

Skills & Experience

- Fluency in Swedish and good knowledge in English (written and spoken).
- At least one year of involvement in a university student community (or similar experience).
- Organized and be able to document their work continuously.
- High social competence and ability to build, maintain and retain positive relationships.
- Previous personnel management an advantage.

Outreach and External

- Set high standards of integrity, punctuality, accuracy and professionalism by personal example.
- Agree to assume certain goals and missions added to the workload as dictated by the decisions made at the Annual Meeting.
- Engage with the educational quality work through University Services, SFS and other student bodies.

Continuity

- Serve as a trustee of all activities within the Jönköping University student movement.
- To create a handover procedure and its associated documentation.
- Document completed projects so that ideas are not lost and so they can serve as inspiration for future students.