

Job descriptions

Contents

1	Job descriptions	4
1.1	Purpose	4
1.2	Scope	4
1.3	Other aspects	4
1.4	History	4
2	Union President	5
2.1	General	5
2.2	Employer responsibility	5
2.3	Supervisory management	5
2.4	Companies	5
2.5	Internal representation	5
2.6	External representation	5
3	Union Vice President	6
3.1	General	6
3.2	Finance	6
3.3	Supervisory management	6
3.4	Internal representation	6
3.5	External representation	6
4	Heads of Welfare and Student Support	7
4.1	General	7
4.2	Welfare and student support contact point	7
4.3	Head of Welfare and Student Support receiving pay from January to January	7
4.4	Head of Welfare and Student Support receiving pay from June to June	7
5	UA (Education Officer)	9
5.1	General	9
5.2	Educational monitoring	9
5.3	Contact point in education	9
5.4	Education Officers receiving pay from June to June	9
5.5	Education Officer receiving fees from January to January	9
6	Business Officer	11
6.1	General	11
6.2	Business activity	11
6.3	LinTek Business	11
6.4	Contact point for commercial issues	11
6.5	Collaborative activities	11
7	MF (Marketing Officer)	12
7.1	General	12
7.2	Brand and information work	12
7.3	Dissemination of information	12
7.4	Membership recruitment	12
7.5	Marketing Committee	12
7.6	Contact point for information and marketing	12
8	LARM Project Manager	13
8.1	General	13
8.2	LARM Committee	13
8.3	Representation	13

9 SOF-general	14
9.1 General	14
9.2 Student Orchestra Festival Committee	14
10 Editor-in-Chief	15
10.1 General	15
10.2 LiTHanians editorial staff	15
11 Welcome Weeks Officers	16
11.1 General	16
11.2 Welcome weeks policy	16
11.3 Coordination of welcome weeks activities	16
11.4 Contact point for welcome weeks	16
12 The München-Hoben General	17
12.1 General	17
12.2 München Hoben Committee	17
13 Chair of Help with Maths (Mattehjälp)	18
13.1 General	18
14 IT	19
14.1 General	19
14.2 LinTek website	19
14.3 Domains	19
14.4 IT equipment	19
14.5 Contact point for LinTek's IT-related positions	19
15 Project manager for Kårstugan	20
15.1 General	20
15.2 Kårstugan Project Team	20
15.3 Renovation and maintenance	20
15.4 Letting	20

1 Job descriptions

The Union Board has developed these job descriptions in consultation with the union management.

1.1 Purpose

The purpose of the job descriptions is to contribute to continuity in the work of the union management and to create an opportunity to guide the strategic focus of activities in the long term. This is done partly by allocating responsibilities and areas of work to positions and emphasising particularly important tasks within the responsibilities of these positions.

1.2 Scope

The job description will

- guide the work of the union management and LinTek's activities;
- be a tool in the handover process;
- serve as an informative document, for example for someone interested in applying for a position or a member of the Union Council;
- increase transparency in the work of the union management.

1.3 Other aspects

The document is intended to be developed, updated, adapted and improved in both the short and long terms.

1.4 History

Draft completed on 26 May 2014 by Niclas Söör, Magdalena Smeds and Martin Gollvik.

Adopted according to a decision of Union Board meeting [No 3, 21/22]

Revisions have been made: on 10 November 2014 by Sebastian Brandtberg. Adopted at a Union Board meeting [No 5, 14/15]

on 11 February 2015 by Arvid Söderström and Albin Mannerfelt. Adopted at a Union Board meeting [No 7, 14/15]

on 5 October 2015 by Karin Jerner. Adopted at a Union Board meeting [No 3, 15/16]

on 3 October 2016 by Seth Ramström. Adopted at a Union Board meeting [No 3, 16/17]

on 30 August 2017 by Amanda Granqvist. Adopted at a Union Board meeting [No 2, 17/18]

on 28 June 2019 by Elin Mattsson, Beatrice Partain and Jakob Steneteg. Adopted by a decision of the Presidium and placed on record at a Union Board meeting [No 1, 19/20]

on 10 May 2020 by Sebastian Carlshamre. Adopted at a Union Board meeting [No 12, 19/20]

on 1 September 2020 by Lucas Sevelin. Adopted at a Union Board meeting [No 3, 20/21]

on 15 January 2021 by Lucas Sevelin. Adopted at a Union Board meeting [No 9, 20/21]

on 3 March 2021 by Julia Bjers and Lucas Sevelin. Adopted at a Union Board meeting [No 12, 20/21]

on 7 May 2021 by Julia Bjers. Adopted at a Union Board meeting [No 14, 20/21]

A full editorial history can be found on [GitLab](#).

2 Union President

2.1 General

The Union President is mainly responsible for the management of LinTek and the organisation and supervision of the work within the union management. The Union President receives a full-time fee for the period from June to June inclusive, plus an additional two weeks for follow-up work during the summer.

The Union President will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor and assist in work on preparation of the budget for the next financial year.

2.2 Employer responsibility

The Union President bears employer responsibility for paid LinTek staff. This includes being responsible for the psychological and physical working environment, so as to minimise the risk of ill-health among staff receiving a fee.

2.3 Supervisory management

The Union President, together with the Union Vice President, is responsible for the management of LinTek. This includes overseeing day-to-day operations and maintaining good communication throughout the organisation. They are responsible for implementation of the Union Board's decisions in the union management, for organising, prioritising and following up the work of the union management and for the handover to persons joining the union management.

2.4 Companies

The Union President represents LinTek in relation to LinTek's companies and is responsible for keeping up to date on what is happening within the companies, in terms of operations, finance and long-term goals.

2.5 Internal representation

The Union President, together with the Union Vice President, will represent LinTek by being visible to, and having contact with, the various parts of the LinTek organisation such as the Union Council and committees. This also includes chairing the Council of Presidents.

2.6 External representation

The Union President will represent LinTek externally and is LinTek's public face and thus primary contact point, in relation to the media, political players, municipalities, the university, sections, student associations and other parties. The Union President is responsible for LinTek's press releases.

3 Union Vice President

3.1 General

The Union Vice President is mainly responsible for LinTek's finances, contracts and archiving. The Union Vice President will also assist the Union President in their duties and, in the absence of the Union President or, at their request, take the place of the Union President. The Union Vice President receives full-time pay during the period from June to June inclusive and two additional weeks for follow-up work during the summer.

The Union Vice President will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor.

3.2 Finance

The Union Vice President will be responsible for LinTek's budget, ongoing book-keeping and accounting. This includes being responsible for LinTek's day-to-day financial procedures and follow-up of results, as well as preparing the budget for the next financial year. The Union Vice President will also act as an advisor to LinTek's union management, and chair the finance group and Treasurers' Council.

The Union Vice President is LinTek's primary contact point for financial matters in relation to individual science and engineering students, municipalities, the university, student associations and other parties.

3.3 Supervisory management

The Union Vice President, together with the Union President, is responsible for the management of LinTek. This includes overseeing day-to-day operations and maintaining good communication throughout the organisation. They are responsible for implementation of the Union Board's decisions in the union management team, for organising, prioritising and following up the work of the union management team and for handover for persons joining the union management team.

3.4 Internal representation

The Union Vice President, together with the Union President, will represent LinTek by being visible to, and having contact with, the various parts of the LinTek organisation such as the Union Council and committees.

3.5 External representation

The Union Vice President will represent LinTek externally and is LinTek's public face and thus secondary point of contact in relation to the media, political players, municipalities, the university, sections, student associations and other parties.

4 Heads of Welfare and Student Support

4.1 General

The Heads of Welfare and Student Support (SA) are the main persons responsible for LinTek's welfare and student support activities and are responsible for ensuring that all science and engineering students have a rewarding period of study. LinTek has two full-time heads of welfare and student support for the period January to January inclusive and June to June inclusive.

The Heads of Welfare and Student Support will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successors, and assist in work on preparation of the budget for the next financial year.

4.2 Welfare and student support contact point

The Heads of Welfare and Student Support are LinTek's primary contact points for welfare and student support matters in relation to individual science and engineering students, municipalities, the university, party committees, peer student committees, other student associations and other organisations.

4.3 Head of Welfare and Student Support receiving pay from January to January

4.3.1 Welcome weeks

The Head of Welfare and Student Support with Responsibility for Welcome Weeks (SAm) will support and coordinate those in the LinTek organisation who have operational responsibility for the welcome weeks. In addition, the Head of Welfare and Student Support with Responsibility for Welcome Weeks is responsible for assessments on issues where welcome weeks policy can be considered to have been breached, and the part played by LinTek in the process of revising welcome weeks policy. The Head of Welfare and Student Support with Responsibility for Welcome Weeks in addition is directly responsible for the international welcome weeks on behalf of LinTek. The Head of Welfare and Student Support with Responsibility for Welcome Weeks is responsible for contact with the Student Health Service regarding the planning and implementation of the peer student training.

4.3.2 Student life

The task of the Head of Welfare and Student Support with Responsibility for Welcome Weeks is to support student life at LiU. This involves helping organisations with practical support and advising on events.

4.3.3 Events Committee

The Events Committee is appointed and chaired by the Head of Welfare and Student Support with Responsibility for Welcome Weeks and is tasked with strengthening community among those involved at LinTek through internal events.

4.4 Head of Welfare and Student Support receiving pay from June to June

4.4.1 Working environment

The Head of Welfare and Student Support receiving pay from June to June is called the Central Working Environment Representative for Students (CAMO-stud), and aims to bring about continuous improvement in the well-being of science and engineering students. This involves working on the physical, social and organisational working environment. In addition, the Central Working Environment Representative for Students works on active measures against discrimination and degrading treatment. This includes representation in the overarching university bodies dealing with issues in these areas.

The Central Working Environment Representative for Students (CAMO - stud) is a special contact point and resource for science and engineering students who have encountered problems in the areas of working environment or equal opportunities. In addition, the Central Working Environment Representative for Students coordinates and manages contact with the other student representatives who mainly deal with issues in the working environment or equal opportunities. The Central Working Environment Representative for Students also chairs the Working Environment Council.

4.4.2 International responsibility

The Central Working Environment Representative for Students, together with the Education Officer With University Group Responsibility (UAu), bears principal responsibility for LinTek's work in promoting the interests of international science and engineering students. This includes acting as contact with student associations or sections engaged in international activities, as well as with individual science and engineering students, in order to create a sense of belonging with the rest of the University, and if problems have arisen in connection with the student's period of study. The Central Working Environment Representative for Students together with the Education Officer With University Group Responsibility, also chairs the International Council.

5 UA (Education Officer)

5.1 General

Education Officers (UAs) bear principal responsibility for the work of LinTek on educational matters. LinTek has two Education Officers, who receive full-time pay during the period from January to January inclusive and June to June inclusive.

The Education Officers will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successors, and assist in work on preparation of the budget for the next financial year.

5.2 Educational monitoring

The Education Officers will actively lobby for improved education and higher quality of education for all science and engineering students and for all education at LiTH to be legally secure. In particular, the Education Officers will deal with requests from science and engineering students for assistance in education-related matters. This includes representation in relation to the University on overarching education-related matters, as well as chairing the Education Council.

5.3 Contact point in education

The Education Officers are LinTek's primary contacts on all education matters for individual science and engineering students, individual doctoral students, municipalities, the university, student associations and other organisations.

5.4 Education Officers receiving pay from June to June

5.4.1 Student representation

The Education Officer with Responsibility for Student Representation (UAs) will be responsible for LinTek's student representation in relation to LiU and strive to steadily increase the influence of science and engineering students. This includes training of, and contact with, all LinTek student representatives.

5.4.2 LinTek's educational award, the Golden Carrot

The Education Officer with Responsibility for Student Representation is also responsible for LinTek's educational award, the Golden Carrot. This involves putting together a jury to select a winner, ensuring that the LinTek educational award is communicated to the sections, and ensuring that the LinTek educational award is presented.

5.4.3 International responsibility

The Education Officer with Responsibility for Student Representation bears main responsibility in relation to students who opt to study abroad, that is to say outbound students.

5.4.4 Responsibility for doctoral students

The Education Officer with Responsibility for Student Representation is responsible for maintaining contact with the doctoral students' section, LiUPhD.

5.5 Education Officer receiving fees from January to January

5.5.1 Representation in relation to the University

The Education Officer with University Group Responsibility will be responsible for liaison with the University on educational issues and will endeavour to steadily increase the influence of science and engineering students on the University.

5.5.2 International responsibility

The Education Officer with University Group Responsibility, together with the Central Working Environment Representative for Students, bears principal responsibility for the work of LinTek in promoting the interests of international science and engineering students. This includes acting as a point of contact for international science and engineering students who have encountered problems during their studies and facilitating their influence on their education. The Education Officer with University Group Responsibility will be LinTek's contact point for the overarching bodies of the University dealing with incoming science and engineering students. The Education Officer with University Group Responsibility, together with the Central Working Environment Representative for Students, also chairs the International Council.

5.5.3 Responsibility for doctoral students

The Education Officer with University Group Responsibility is responsible for pursuing LinTek doctoral students' issues with the university.

6 Business Officer

6.1 General

The Business Officer (NA) is the main person responsible for LinTek's work on labour market and business issues and is responsible for LinTek's contacts with the business community. The Business Officer receives full-time pay for the period from June to June.

The Business Officer will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in work on preparation of the budget for the next financial year.

6.2 Business activity

The Business Officer is responsible for LinTek's business activities. This includes being responsible for LinTek Business, which organises business events in Linköping and Norrköping. The purpose of a business event is to promote opportunities for science and engineering students to gain relevant work experience during their studies and to provide the opportunity for long-term contacts with the business community.

An annually recurring business event for which the Business Officer is responsible is the LinTek Climate Week.

The Business Officer will also chair the Business Group, the Business Council and the Alumni Council, and support the peer student sponsorship group.

6.3 LinTek Business

The committee is appointed and chaired by the Business Officer and is a resource for the Business Officer in organising business events.

6.4 Contact point for commercial issues

The Business Officer is LinTek's primary contact point for all business issues in relation to companies, municipalities, the university, student associations and other organisations.

The Business Officer is responsible for the engagement scholarship.

6.5 Collaborative activities

The Business Officer is responsible for LinTek's collaborative activities. The purpose of the collaborative activities will be to bring benefits to the members of LinTek. This includes continuously seeking partnerships with various parties that may bring benefit to LinTek members. The responsibility also includes maintaining and managing the agreements that Lin-Tek has concluded in connection with these collaborative activities and maintaining an up-to-date list of the collaborations LinTek has and has had.

7 MF (Marketing Officer)

7.1 General

The Marketing Officer (MF) is primarily responsible for LinTek's information and marketing activities. The Marketing Officer receives full-time pay for the period from January to January.

The Marketing Officer will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in work on preparation of the budget for the next financial year.

7.2 Brand and information work

The Marketing Officer is primarily responsible for maintaining consistency in LinTek marketing and creating continuity, based on LinTek's brand and information strategy. This includes quality assuring, developing and internally communicating LinTek's brand and information strategy, as well as leading the marketing team.

7.3 Dissemination of information

The Marketing Officer is the main person responsible for LinTek's work on coordinating the dissemination of information to science and engineering students. This includes being responsible for LinTek's website, ensuring that relevant information is available in English and LinTek's press releases and social media presence. The Marketing Officer will also direct the Information Council.

7.4 Membership recruitment

The Marketing Officer is responsible for coordinating LinTek's membership recruitment efforts.

7.5 Marketing Committee

The Marketing Committee is appointed and chaired by the Marketing Officer and is a resource for the Marketing Officer in their marketing and information dissemination work.

7.6 Contact point for information and marketing

The Marketing Officer is LinTek's primary contact point for all matters relating to marketing and dissemination of information in relation to individual science and engineering students, municipalities, the university, student associations and other organisations.

8 LARM Project Manager

8.1 General

The LARM Project Manager (PL) is responsible for the planning and implementation of the LinTek Labour Market Days (LARM). The Project Manager has a committee to help them. The Project Manager receives full-time pay for the period from June to June inclusive.

The Project Manager will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in work on preparation of the budget for the next financial year.

8.2 LARM Committee

The LARM Committee is appointed by the Project Manager and will be a resource for the planning and implementation of LARM. The Project Manager is responsible for the work of the committee, which includes establishing the structure of the committee and directing the work of the committee during the course of the project. The Project Manager is also responsible for evaluating and documenting the work of the Committee for future committees.

8.3 Representation

In addition to the LARM work, the PL will also assist the Business Officer in cultivating LinTek's business contacts.

9 SOF-general

9.1 General

The Student Orchestra Festival (SOF) General is primarily responsible for LinTek's work in organising the Student Orchestra Festival in Linköping in odd-numbered years. The Student Orchestra Festival General has a committee to help them. The Student Orchestra Festival General receives full-time pay for the period from June to June inclusive and an additional two weeks for follow-up work during the summer.

The Student Orchestra Festival General will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in work on preparation of the budget for the next financial year.

9.2 Student Orchestra Festival Committee

The Student Orchestra Festival Committee is appointed by the Student Orchestra Festival General and will serve as a resource for the planning and implementation of the Student Orchestra Festival. The Student Orchestra Festival General directs the work of the Committee, which includes establishing the structure of the Committee and directing the work of the Committee during the course of the project. The Student Orchestra Festival General is also responsible for evaluating and documenting the work of the Committee for future committees.

10 Editor-in-Chief

10.1 General

The Editor-in-Chief of LiTHanlian is the publisher responsible under Swedish law for the members' magazine LiTHanlian and the person with principal responsibility for LinTek's work on LiTHanlian. The Editor-in-Chief is thus the primary contact point for the magazine. The Editor-in-Chief is assisted by editorial staff.

The Editor-in-Chief will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in work on preparation of the budget for the next financial year.

10.2 LiTHanlian editorial staff

The LiTHanlian editorial team is appointed by the Editor-in-Chief and serves as a resource in the production of LiTHanlian. The Editor-in-Chief manages the work of the editorial team, which includes establishing the structure of the editorial team and directing the work of the editorial team throughout the year. The Editor-in-Chief is also responsible for evaluating and documenting the work of the editorial team for future editorial teams.

11 Welcome Weeks Officers

11.1 General

Welcome Weeks Officers are primarily responsible for LinTek's work in planning and implementing the LinTek welcome weeks. LinTek has two Welcome Weeks Officers, one responsible for the welcome weeks in Linköping and one for the welcome weeks in Norrköping. The Welcome Weeks Officers receive full-time pay in August.

The Welcome Weeks Officers will ensure the evaluation and development of LinTek's activities in their areas of responsibility, including the planning and implementation of position-specific handover to their successors, and assist in the preparation of the budget for the next financial year. The Welcome Weeks Officers are also responsible for submitting proposals for their respective project plans to the Union Board.

11.2 Welcome weeks policy

The Welcome Weeks Officers assist the Head of Welfare and Social Support in the process of revising the welcome weeks policy and are responsible for ensuring that LinTek's welcome weeks activities comply with this policy.

11.3 Coordination of welcome weeks activities

The Welcome Weeks Officers will support peer student groups, the peer student groups of responsible sections and base-year organisations in implementing the welcome weeks. This includes planning and implementing relevant training for them and chairing the welcome weeks councils.

The Welcome Weeks Officers are responsible for the design of the peer student handbook. The Welcome Weeks Officers assist the Head of Welfare and Student Support in the planning and implementation of peer student training.

11.4 Contact point for welcome weeks

The Welcome Weeks Officers are LinTek's primary contacts on all issues relating to welcome weeks in each city in relation to individual science and engineering students, municipalities, the university, party organising groups, peer student groups, other student associations and other organisations.

12 The München-Hoben General

12.1 General

The München Hoben General is the main person responsible for LinTek's work on organising München Hoben during the welcome weeks. The München Hoben General has a committee to assist them. The München Hoben General receives full-time pay in August.

The München Hoben General will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in work on preparation of the budget for the next financial year.

12.2 München Hoben Committee

The Munich Hoben Committee is appointed by the München Hoben General and will serve as a resource for the planning and implementation of München Hoben. The München Hoben General directs the work of the Committee, which includes establishing the structure of the Committee and directing the work of the Committee during the course of the project. The München Hoben General is also responsible for the work of the Committee being evaluated and documented for future committees.

13 Chair of Help with Maths (Mattehjälpen)

13.1 General

The Chair of Help with Maths is the main person responsible for LinTek's work in organising maths workshops and crash courses.

The Chair of Help with Maths will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in work on preparation of the budget for the next financial year.

14.1 General

The IT Officer is the main person responsible for LinTek's IT management and IT-related tasks.

The IT Officer will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successor, and assist in the preparation of the budget for the next financial year.

14.2 LinTek website

The IT Officer is internally responsible for the LinTek website. This means being the primary contact point for the Union Council, the Union Board and the union management, and organising training every year to enable the parties concerned to manage website content. The IT Officer is also responsible for liaising with the provider of the LinTek website, which includes maintaining communication as well as directing future development work.

14.3 Domains

The IT Officer is responsible for maintaining LinTek's domains. This includes main responsibility for the subdomains. Documentation is an important part of the work.

14.4 IT equipment

LinTek is a large organisation in need of structure in terms of IT equipment. This includes purchasing, maintenance, itemisation and overview of spare equipment. Software licences are also included. Documentation is an important element of the work.

14.5 Contact point for LinTek's IT-related positions

The IT Officer is the contact point for people working with IT in LinTek's committees. This includes maintaining a structure for cooperation across committees that is beneficial to LinTek's IT management. The above areas of responsibility should be managed in consultation with LinTek's dedicated IT staff.

15 Project manager for Kårstugan

15.1 General

The Project Manager for Kårstugan is mainly responsible for the renovation and letting of the LinTek Union Building. This person is assisted by a project team. The project will remain in place for five years after it has started, with year one counted as the 2020/2021 financial year.

The Project Manager for Kårstugan will ensure evaluation and development of LinTek activities in their area of work, including the planning and implementation of position-specific handover to their successors, and assist in work on preparation of the budget for the next financial year.

15.2 Kårstugan Project Team

The Kårstugan Project Team is appointed by the Project Manager and will be a resource to ensure that the necessary renovations of the Union Building are carried out, and also create systems for booking and operation. The Project Manager for Kårstugan is responsible for the work of the project team being evaluated and documented for future project teams.

15.3 Renovation and maintenance

In order to meet the requirements set by the Union Council, the Union Building will be renovated. The Project Manager for Kårstugan, together with the project team, will ensure that these renovations are carried out in accordance with current legislation. After the renovations have been completed, maintenance will also be carried out, for which the project team is responsible.

15.4 Letting

The Project Manager for Kårstugan will work with the project team and other appropriate resources within LinTek to develop a booking system for Kårstugan. Kårstugan will primarily be a place for those involved in LinTek, but LinTek members, sections, student associations and science and engineering students are encouraged to use the building.