

## Job Description Head of External Division

### Mission of the External Division:

Ensure and maintain successful long-term collaborations and communication with RBS business partners and external funding sources for the SU events based on mutually beneficial relationships and RBS main values. Moreover, represent the RBS SU in the external communication between other university representatives and other institutions.

### Responsibilities and tasks of the External Division:

- Attract and maintain the general business partners/sponsors for RBS SU and ensure successful communication and long-term collaborations.
- Cooperate with the Culture division in order to efficiently sponsor RBS SU events if needed.
- According to RBS values and goal of the RBS SU event, make market research for the possible sponsors and make proposals/offers in accordance to the company's and RBS mutual benefits.
- Communicate and create shared events with other university representatives.

### Main responsibilities for the Head of External Division:

- Lead the team of external division according to the structure and delegate tasks to the team-members with respect to their possibilities and capabilities.
- Carry out the values of RBS to external connections with a great sense of dignity and honor – main communication and representation of RBS to the partners.
- Represent RBS in the collaborations with other universities in Latvia, their student representatives and other external institutions.