# Duties of the Unit Coordinator

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to serve as a Unit coordinator to accompany \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of internationally recruited faculty member, hereafter IH) activities at the HSE University, and perform the following responsibilities:

1. **Administrative and academic support (including but not limited to):**

a. Administrative support of all trips that the IH makes as part of this application:

* Assistance in arranging airfare, lodging, transfers to and from the airport in Moscow, etc.
* Assistance in arranging the office space for the duration of the visit, reserving teaching facilities and equipment.

b. Administrative support of the IH’s contract:

* Collection of all necessary documents for preparation of the legal contract between the HSE University and the IH, including necessary translation, certification, and other administrative processing of documents (passports, diplomas, certificates, etc.) for the IH and his or her family members, if necessary.
* Preparation of necessary documents for obtaining a work visa for the IH and his or her family members; accompanying the IH to the local immigration office for application and collection of necessary documents;
* Preparation of all documents necessary for internal processing of all paperwork in relation to the contract and activities of the IH;
* Preparation of the office, equipment, telephone and internet connection, HSE email and other related requirements; providing access to teaching and research materials, obtaining library card and electronic library access and access to HSE data bases.

c. Coordination and assistance in resolving all questions related to employment and stay at the HSE University and in Moscow:

* Preparation of all internal documents for vacation leave, business trips, business trip reports, etc.; other administrative paperwork, as necessary.
* Accurate record-keeping for the purpose of fulfillment of immigration laws; assistance with registration and other related activities.
* Assistance in maintenance of HSE personal pages;
* Assistance in coordinating all teaching-related activities;
* Assistance in providing necessary documents to accounting office, assistance in resolving compensation-related questions;
* Assistance in all matters related to temporary residence of the IH in Moscow, including renting an apartment or a hotel, transportation to and from the workplace, etc.
* Accurate maintenance of the daily and monthly timesheet.
* Assistance in recruiting research assistants for the IH.

d. Integration of senior hire into the university life:

* Providing timely information to the international hire, in English, about all events of interest at the HSE University or the unit; providing access to all other necessary information related to IH’s employment at the HSE University.
* Assistance with participation in events, programs, and grants at the HSE University; with preparation of applications and interactions with involved HSE administrative units.

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