

**SOCIOLOGY
STUDENTS'
ASSOCIATION**



2016-2017 Sociology Students' Association Job Descriptions

POSITION: Logistics Coordinator

RESPONSIBILITIES:

- Contact Jordan Brocato (Finance Clerk and Receptionist) to book rooms in ANSO
- Ordering and picking up food for event
- Printing posters through Jordan and posting up around ANSO
- Coordinate decorations for events, including purchasing and set-up/clean-up
- Coordinate with organizations to collect required equipment for unique events (i.e. sound systems, button machine)

JOB-SPECIFIC TIMELINE:

- **September-April:** Assist with SSA's events throughout the year
- **September-April:** Attend bi-weekly committee meetings
- **September-April:** All tasks as above, dependent on when the team organizes events