

SOCIOLOGY STUDENTS' ASSOCIATION



2016-2017 Sociology Students' Association Job Descriptions

POSITION: Media Specialist - Communications

RESPONSIBILITIES:

- Coordinate bi-weekly blog posts (300 words max). These do not need to be all written by this position, but the Communications position will create a schedule and assign the posts to other executives.
 - Some examples are: highlighting certain Sociology students, recapping SSA events, interviews with professors, snippets from Sociology papers or Sojourners articles, updates of what's happening in the SSA, etc.
- Facebook: coordinate posts, create events
- Send out mailing list emails through Mailchimp
- Strategize for increasing followership on Facebook (i.e. timing of posts, interacting with other groups)

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