

SOCIOLOGY STUDENTS' ASSOCIATION



2016-2017 Sociology Students' Association Job Descriptions

POSITION: Vice President - Academic

RESPONSIBILITIES:

- Communicate with Artona to deliver materials and information
- Research opportunities
 - Partner with Undergraduate Research Opportunities (URO)
 - Create resource for research opportunities
 - Share information about Research Assistant/Teacher Assistants positions
 - Applying for Scholarships
 - Creating and promoting grants
- Organize academic events with other executives
 - Sociology Outside the Classroom
 - Grad Information session event
- Bi-weekly office hours to answer questions/connect with students (once every 4 weeks)

JOB-SPECIFIC TIMELINE:

- **Summer:** Have a grasp of academic opportunities within the Sociology Department (with assistance of the Co-Presidents)
- **September:** Coordinate with Artona for grad photos, registration cards, banners/posters, SSA Exec photoshoot
- **September-April:** Assist with SSA's events throughout the year
- **September-April:** Attend bi-weekly committee meetings
- **September-April:** Ongoing coordination with URO
- **September-April:** Hold bi-weekly office hours
- **November:** Organize Sociology Outside the Classroom and/or Grad Information event
- **February:** Organize Sociology Outside the Classroom and/or Grad Information event