

SGSA Position Descriptions

Cohort Representatives

- One to two representatives per cohort
- It is up to each cohort to decide how to elect these representatives and term limits
- Gather information from the cohort, including:
 - Concerns in general
 - Opinions (e.g. hiring)
 - Suggestions
- At least one representative is expected to attend quarterly SGSA Rep meetings
- Report to SGSA regular meetings and disseminate information from the meetings to cohort members
- Communicate regularly with Faculty Representatives to share the opinions of the cohort

Welcoming Committee

- Two first year students
- Responsible for organizing/coordinating events for the Open House
 - While the Open House is primarily organized by first year students, older cohorts are expected to participate or volunteer for activities
- Coordinate with the Social committee
- Coordinate with Mentorship Program Committee for the mentorship program

Graduate Committee

- Two students (second year and above)
- Staggered two-year term, preferred
- Attend Graduate Committee meetings
- Relay concerns from the graduate students
- Report to Co-Chairs
- Oversee professional workshops
- One person will sit on the department Human Relations Committee
- Review graduate student applications

Faculty Representatives

- Three students (preferably from different cohorts)
- Attend all faculty meetings to voice student concerns
- Faculty meetings are always on Wednesday afternoons – need to be able to commit to that
- Report back to Co-Chairs
- Involved in the hiring of new faculty
- Report students' evaluation of the applicants

Co-Chairs

- Two students
- One year term with option to continue – for this year in particular, it would be okay if someone were only interested in doing it for one year, although it is better when the terms are staggered
- Responsible for planning SGSA meetings
 - Quarterly meetings for all SGSA members
 - Quarterly meetings for Cohort Representatives
 - Winter: meeting with the Chair
 - Spring: meet new faculty event
- Communicate with all SGSA Cohort Representatives and the Department Chair
- Deal with unforeseen events

Social Events Committee

- Two students
- Organize quarterly events that include:
 - Events only for students
 - Events that include students, faculty and staff
 - End of the Year Party
- Contact Department Manager about the allotted budget for SGSA

Undergraduate Committee

- Two students
- Attend events with undergraduates
 - Share experiences as graduate student
 - Talk about UCI Sociology

Web Coordinator

- Manage the SGSA website
 - Update individuals' CVs
 - Keep track of grad student accomplishments and include that information on our website
 - Set up Wiki
- Regular communication with all grad students in the department
- Regular communication with department Graduate Directors