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