

## **Student Staff Position Descriptions James Madison University Sexual Orientation, Gender Identity and Expression (SOGIE)**

Below are three undergraduate student staff position descriptions:

- SOGIE Education Coordinator
- SOGIE Outreach Coordinator
- SOGIE Peer Educator

### **SOGIE Education Coordinator**

Position Purpose: Support SOGIE through implementing related programs and services, creating education materials, supporting events, and building relationships with students. (10 hr/wk)

Job Duties & Responsibilities:

1. Coordinate SOGIE Peer Education programs (workshops on LGBTQ+ identities) to be facilitated in classrooms, residence halls and other areas on campus, including advertisement, planning, and communication with faculty and staff.
2. Develop educational programs for the Peer Educators.
3. Recruit and provide leadership for the Peer Educators, including creating and facilitating continued training and oversee the facilitation sign-up process.
4. Represent SOGIE programming at events on campus.
5. Work in collaboration with other members of the SOGIE team to plan campus-wide events.
6. Meet regularly with supervisor/attend staff meetings.
7. Hold office hours and greet & assist visitors in the program space.

### **SOGIE Outreach Coordinator**

Position Purpose: Support SOGIE through implementing related programs and services, creating education materials, supporting events, and building relationships with students. (10 hr/wk)

Job Duties & Responsibilities:

1. With the Graduate Assistant, coordinate the SOGIE volunteer program, including advertising, recruitment, trainings, facilitating meetings, and tracking involvement with SOGIE.
2. Oversee SOGIE outreach tabling for LGBTQIA+ awareness days.
3. Represent SOGIE Programming at JMU recruitment events and involvement fairs (including Student Org Night, CHOICES days, and other admissions events).
4. Oversee the SOGIE affinity groups and blog.
5. Work in collaboration with other members of the SOGIE team to plan campus-wide events.
6. Meet regularly with supervisor/attend staff meetings.
7. Hold office hours and greet & assist visitors in the program space.

## **SOGIE Peer Educator**

Position Purpose: Support SOGIE through facilitation of LGBTQ+ educational programs.  
(5 hr/wk),

### Job Duties & Responsibilities:

1. Attend SOGIE Programming staff training the week before fall semester begins and all required refresher training throughout the year.
2. Attend biweekly 1:1 check-in meetings with supervisor, weekly staff meetings with peer educators and weekly SOGIE meetings with volunteers.
3. Facilitate outreach programs as available.
4. Maintain 5 hours per week in the SOGIE office or through virtual work.
5. Assist with the development and evaluation of outreach and educational programs.
6. Co-host at least 1 episode of the SOGIE and CMSS collaborative podcast "Let's Get DEEP," including research and preparation for episode.
7. Mentor new Peer Educators through frequent check-ins.
8. Maintain good attitude and accountability around accomplishing peer education and representing SOGIE Programming.
9. Support other administrative responsibilities and event planning in the SOGIE office.

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