

## Position Description

### POSITION PROFILE

**Position Title:** Sociology 204 Discussion Leader

**EOU Department/College:** Arts, Humanities, and Social Sciences

**EOU Supervisor Title:** Jennifer Puentes, Associate Professor of Sociology

**Typical Job Duration:** Academic Year (September to June)

**Job Level:** Level 3, \$14.20

**Type of Schedule/Typical Hours:** Flexible schedule based on class times; primarily during class sessions and additional preparation time

**Typical Number of Hours Per Week:** 10 hours

### POSITION INFORMATION

#### **Student Position Description Summary:**

The Sociology 204 Discussion Leader assists in facilitating discussions and engaging students in introductory sociology courses. This role supports the learning process by guiding discussions, monitoring class participation, and aiding in the application of sociological concepts through interactive activities.

#### **Job Duties/Responsibilities/Essential Functions:**

- Student employee will need to engage students in introductory sociology classes in conversations reading to course material.
- Student employee will need to guide students in discussions, track attendance, and lead group activities.

- Data entry skills will be used for attendance and tracking donations for campus food pantries.
- Hours will vary based on class and program needs but will not exceed 10 hours per week.

## HIRING CRITERIA

### Minimum Qualifications:

- Must be currently enrolled as a student at EOU.
- Strong academic standing with a deep understanding of sociology or related fields.
- Ability to work independently and manage group discussions effectively.

### Preferred Qualifications:

- Previous experience leading discussions or teaching in an academic setting.
- Strong interpersonal and communication skills.
- Proven ability to engage students and facilitate active learning.

### Desired Knowledge, Skills & Abilities:

- Knowledge of sociological theories and terminology.
- Skills in fostering a positive learning environment.
- Ability to handle classroom dynamics and encourage participation from all students.

## STUDENT LEARNING OUTCOMES

*As a result of completing this internship, the student will:*

### Academic Learning Outcomes:

- Develop a deeper understanding of sociological theories and their application in real-world contexts.

### Industry Learning Outcomes:

- Gain practical experience in educational facilitation and leadership within an academic setting.

### Career-Readiness Learning Outcomes:

- Enhance leadership and public speaking skills through regular interaction and discussion facilitation.
- Build critical thinking and problem-solving skills by addressing and adapting to various learning needs and classroom situations.
- Improve organizational and time management skills through the planning and execution of educational activities.

## PROFESSIONAL DEVELOPMENT & TRAINING

### Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework