

2024/2025 WORK STUDY PROGRAM
JOB POSTING

JOB TITLE: SOCI 1 – Student Assistant to Chair in Transgender Studies

DEPARTMENT NAME: Sociology

CONTACT NAME: Dr. Aaron Devor
Chair in Transgender Studies
Professor of Sociology

JOB DESCRIPTION:

The successful candidate will assist the Chair in Transgender Studies in promoting knowledge of the Chair among constituent groups, building support for Chair activities, encouraging participation in Chair events, and assisting the Chair in research projects. Major components of the job will be assisting before, during, and after with the Moving Trans History Forward conference (March 2025), and assisting with community events sponsored by the Chair throughout the year (online and/or in-person). Additionally, the successful candidate will assist in projects related to materials in the Transgender Archives at the direction of the Office of the Chair in Transgender Studies and the Special Collections Director or designate.

QUALIFICATIONS :

Applicants must have good interpersonal, analytical, and communication skills; must have the ability to work both on their own as well as with other staff members and the supervisor from the Office of the Chair in Transgender Studies; and must be well organized and have excellent attention to detail. The successful applicant will have some experience in basic audio/video recording and production, and the Microsoft Office Suite, especially Word and Excel. Applicants must have sufficient writing and editing