



Positions: Faculty, Off-Campus, Charity Soph, USC Soph, Affiliate (FOCCUA) Sophs
Reports to: Constituency Head Soph

1. GENERAL ACCOUNTABILITY

Representatives of the University Students' Council and The University of Western Ontario work collaboratively to provide every new student with transitional support and an orientation to campus and academic life during their first year. Both are represented on The Orientation Governance Board which provides a broad vision of orientation, while the Orientation Planning Committee is accountable for upholding a successful and safe Orientation Program that best supports students in their transition to University life. The Orientation Program encourages Orientation Leaders to: role model strong academic achievement; to positively connect incoming students to the University environment and its resources; to support students in their transition from home to University life; and to be inclusive and respectful of the diversity of the student population.

FOCCUA Sophs report to their constituency Head Soph. The Head Soph reports to The Orientation Coordinator. The Orientation Coordinator reports to the Vice-President Student Events of the University Students' Council, who Co-Chairs the Orientation Planning Committee along with a representative of the University, currently the Director of Residences. The Orientation Governance Board and the Orientation Planning Committee provide direction to the OCO and Orientation Staff who are responsible for achieving the prescribed outcomes.

FOCCUA Sophs are responsible for assisting the Leadership Team in the creation of Orientation programs and activities designed to transition first year students to life at Western. The specific objective of these programs is to inform first-year students about campus resources (i.e. academic, support services, extra-curricular) that exist to help students succeed academically, achieve healthy lifestyles and experience fulfilling personal development. FOCCUA Sophs are required to adhere fully and completely to policies and direction provided to the OCO by OPC, the USC and UWO. While planning any orientation-related activity, safety is paramount. Liability is also taken into consideration and covers legal, financial and reputational risk.

This position requires strong communication and rapport-building skills to help other Sophs meet program requirements and connect with first-year students.

2. POSITION DIMENSIONS

FOCCUA Sophs are volunteers for whom there is not a regular work schedule. However, expectations for FOCCUA Sophs include the following:

- a. Attend all team meeting organized by the Head Soph
- b. Attend all mandatory training sessions organized by the Orientation Coordinator on behalf of OPC prior to Orientation Week
- c. Provide logistical support for all events and activities connected with the constituency Orientation Program
- d. Be present and take direction from the Head Soph throughout the whole of Orientation Week and the preceding week

Note: Those selected as Off-Campus Sophs will also serve as Society of Off-Campus Students (SOCS) leaders throughout the academic year.

Term of Position: The term of the FOCCUA Soph positions range from their selection in January until the end of the following academic year.

3. NATURE AND SCOPE

FOCCUA Sophs are part of the team that assists in the organization of Canada's largest student Orientation program. FOCCUA Sophs report directly to their Head Soph but may also communicate or work directly with the OCO, Residence Orientation Coordinator, USC Vice-President Student Events, USC Student Life Department and various stakeholders within the Western community (Housing, Student Success Centre, affiliated University colleges, etc.) to develop a safe, dynamic and inclusive Orientation Program delivered during the first week of the fall semester.

The position requires the incumbent to be tactful and diplomatic when working with the USC and campus partners, have strong interpersonal skills and possess good management skills while carrying out the direction of the Orientation Program under the guidance of OPC. FOCCUA Sophs must be open to direction and challenging entrenched traditions to ensure the goals and priorities of the University Students' Council and The University of Western Ontario are met. The incumbent needs to show initiative, flexibility and good judgment.

4. KNOWLEDGE AND SKILLS

- Knowledge and demonstrated commitment to the goals and priorities of the University Students' Council and The University of Western Ontario
- Strong interpersonal, communication and rapport-building skills
- Demonstrated confidence and enthusiasm
- Ability to demonstrate professional and appropriate relationships with students, parents and other staff members during training and the Orientation Programs
- Responsible, highly motivated and willing to take initiative
- Ability to take direction and provide leadership accordingly

5. PLANNING, ORGANIZING AND PROBLEM SOLVING

- Manage a list of tasks, deadlines and key deliverables tasked by their Head Soph, Orientation Coordinator, USC Vice-President Student Events, USC Student Life Department, Residence Managers and UWO administrators

6. LEADERSHIP AND TEAMWORK

- Meet regularly with Head Soph and/or Soph team as a means to gather and relay information
- Establish a positive rapport with Head Sophs, the Orientation Coordinator, Orientation Staff, Residence Orientation Coordinator, USC Executive, Orientation Planning Committee and University partners

7. COMMUNICATIONS

- Keep the Leadership Team well-informed
- Generate support and commitment towards OPC directives and decisions through effective communication
- Assist the Head Soph with promotion of the Orientation Week website with the goal of communicating key messages and maximizing overall student satisfaction
- Inform and update the Leadership Team to ensure smooth workflow and processes

8. QUALIFICATIONS

- Candidates with previous leadership experience or leadership development potential are welcome to apply
- Excellent written and oral communication skills
- Demonstration of being a role model who can uphold strong academic achievement while handling leadership initiatives
- Must meet established academic eligibility, be in good University standing and be registered at Western for the upcoming academic year
- Exemplary organization skills and an ability to work in a flexible environment
- Proven excellence working with students, families, faculty and staff
- Effective in interpersonal interactions while using a collaborative approach
- Possesses the necessary conflict resolution and problem solving skills to effectively resolve any conflicts that may arise (i.e. when Sophs disagree with the direction set by OPC)
- Must be non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the implementation of safe initiatives that are in keeping with the spirit and goals of the Orientation Program
- Develops initiatives while upholding multicultural sensitivity and awareness
- Uses facilitation skills when working with teams or work groups to encourage participation, mutual trust, respect and cooperation among participants
- Has the ability to connect the direction of OPC with the visions, values and objectives of the USC and Western
- Has the ability to see both the big picture and get close to the detail when necessary
- Must be willing to work irregular hours, including some evenings and weekends