APPENDIX

1.0   PRIMARY RESPONSIBILITIES

Event Planning and Execution

- Works with Orientation Staff and USC Staff to design, plan, and execute events prior to and following Orientation Week, subject to change based on the vision of the program:
    - Soph Social Events (e.g. Soph Pubs)
    - Spring Soph Rally
    - August Soph Rally
    - Soph Formal
- Works with the Training Working Group of the Orientation Planning Committee and Orientation Staff to execute logistics for the following events, subject to change based on the vision of the program:
    - Selections Training for Head Sophs and Programming Assistants
    - Leadership Training for Head Sophs and Programming Assistants
    - Leadership Weekend
    - All Soph Training in the Spring
    - All Soph Training pre O-Week in August
    - Soph Retreat Training in the Summer
    - Alternate Retreat Training in August
    - Alternate pre O-Week training in August
- Works with the Selections Working Group of the Orientation Planning Committee and Orientation Staff to execute logistics for the following events, subject to change based on the vision of the program:
    - Any recruitment or information sessions regarding volunteer selections
- Works with Orientation Staff and USC Staff to design, plan, and execute the following events during Orientation Week, subject to change based on the vision of the program:
    - Late Night Programming at the main stage in Talbot Bowl and Starlight Stage
    - Additional programming and events as directed by OPC.