Faculty Head Soph:  
POSITION DESCRIPTION

1.00 POSITION TITLE: FACULTY HEAD SOPH

2.00 POSITION OVERVIEW:

(1) A Faculty Head Soph is responsible for providing a robust academic and social transition with their Soph Team, affiliated Faculty Council, and Undergraduate Affairs/Dean’s Office for new students during Orientation Week and throughout the academic year.

3.00 PRIMARY RESPONSIBILITIES:

(1) Select and oversee Faculty Programming Assistants and members of their Faculty’s Soph Team in accordance with Orientation Operations Committee guidelines.

(2) Adhere to any Orientation Operations Committee, Western, and USC policies and decisions that relate to their Soph Team’s activities.

(3) Liaise with Orientation Staff and their Faculty Constituency Administrator to develop high-impact programming during Orientation Week.

(4) Maintain consistent communication with their associated Faculty Council President, Faculty Constituency Administrator, and Orientation Staff throughout their term.

(5) Act as the main link between their Soph Team, the Dean’s Office, and the Orientation Operations Committee.

(6) Develop detailed programming proposals for all Orientation-related initiatives to be submitted to the Academic Orientation Commissioner and the Orientation Operations Committee for approval.

(7) Facilitate the budget planning process in collaboration with their council’s Vice President Finance (or equivalent) and the USC’s Vice President Governance and Finance for all Orientation-related initiatives for review by the Faculty Constituency Administrator and the Orientation Operations Committee.

(8) Liaise with other Faculty, Residence, OC, and Affiliate Head Sophs to collaborate on various Orientation-related projects throughout their term.

(9) Liaise with the Charity Orientation Commissioner to collaborate on projects related to the Orientation Program’s philanthropic campaigns.

(10) Work with various Faculty departments, members of Western administration, and Orientation Operations Committee stakeholders to execute Soph Team recognition initiatives during Orientation Operations Committee stakeholders to execute Soph Team recognition initiatives during Orientation Week and throughout the year.
Facility Head Soph:  
POSITION DESCRIPTION

(11) Organize, design, and procure Soph Team and new student merchandise in accordance with Orientation Operations Committee guidelines.

(12) Attend any training sessions during their term as required by the Orientation Operations Committee.

(13) Chair monthly Soph meetings during the academic year.

(14) Sign and adhere to an Orientation Leader contract, a Faculty-specific Orientation contract, and any other contracts as required by the Orientation Operations Committee.

(15) Attend regular Orientation Community of Practice meetings from September 2020 to March 2021.

(16) Act as a member of their affiliated Faculty Council throughout the academic year, where required.

4.00 QUALIFICATIONS:

(1) A Faculty Head Soph must be dutifully enrolled as an undergraduate Student registered at Western University for the 2020/21 & 2021/22 academic year.

(2) A Faculty Head Soph must be majoring or specializing in a program of the Faculty that they will represent. Specifically, Faculty Head Sophs must be enrolled in these programs for the 2020/21 & 2021/22 academic year.

(3) A Faculty Head Soph must attain a 65% academic average in their course marks in the school year ending in April 2021
   i. Summer and intersession courses do not count towards the calculation of this average.

(4) A Faculty Head Soph should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and demonstrate a willingness to create fair and accessible environments.

(5) A Faculty Head Soph will act as project manager for all Soph Team initiatives. Strong organizational skills are paramount.

(6) A Faculty Head Soph should have effective group facilitation and team building skills.

(7) The nature of the role requires a Head Soph to be flexible and be able to critically assess problems that may arise. Problem solving skills are very important to overall success in the role.

(8) A Faculty Head Soph should have some financial literacy skills and experience with creating budgets.
5.00 TIME COMMITMENT:

(1) A Faculty Head Soph’s term shall begin in May 2021, upon selection for the position, and end in December 2021. A Head Soph must be mindful that they will remain a role model for many Students beyond the term of their position.

(2) A Faculty Head Soph will be required to work approximately 10 hours a week. Most of this work will consist of coordinating the activities of their Soph Team and maintaining contact with the Academic Orientation Commissioner, Faculty Administrative Representative, and Faculty Council President. More hours may be required at peak times, while fewer may be required at times like the examination period. Typical responsibilities include:

- Reading and marking Soph applications
- Conducting Soph interviews
- Attending orientation training sessions
- Organizing Soph Team cheers and merchandise for Orientation Week
- Facilitating first Soph team meeting and initial onboarding
- Facilitating first Soph team meeting and initial onboarding
- Coordinating Orientation Week events and team activities
- Coordinating the Soph Team Retreat weekend in the summer
- Initiating planning meetings with Faculty Administration/Dean’s Office to provide regular program updates
- Leading regular and ongoing Leadership Team meetings, in person, or online, with PAs who may be long distance.

(4) Faculty Head Sophs will be required to return to London prior to the start of Orientation Week. They are also required to be present during Orientation Week.

(5) Following Orientation Week, Head Sophs will be required to assist their Faculty Council with academic programming and to provide ongoing transitional support to the new students in their faculty.

6.00 TRAINING/SUPPORT:

(1) Faculty Head Sophs will be required to attending various mandatory Head Soph and Soph training sessions throughout their term as required by the Orientation Operations Committee. This typically includes:

  i. Several training sessions prior to the end of the academic year,
Faculty Head Soph: POSITION DESCRIPTION

ii. Spring Soph Orientation

iii. Leadership Team Retreat weekend in the summer

iv. Soph Retreat weekend in the summer

v. NWeek Head Soph Training

vi. NWeek Soph Training

vii. January PD in 2022

(2) Faculty Head Sophs will also be required to attend any training sessions facilitated by the Careers and Experience team in Student Experience or their respective Faculty Constituency Administrator.

7.00 LEARNING OUTCOMES:

(1) Throughout their term, a Faculty Head Soph will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, and communication skills.

(2) The Faculty Head Soph will learn how to develop effective program and event planning skills. Additionally, the Head Soph will strengthen their facilitation skills so as to enable peers’ learning and personal development.

(3) The Head Soph will also demonstrate responsibility for their actions and learn how to interpret the effect their decisions and actions may have on others.

8.00 COMMUNITY IMPACT:

(1) If successful, a Faculty Head Soph will help execute an Orientation Week that facilitates a positive transition for all new students to Western University and provides students with the academic support they may need to be successful during their undergraduate term.

(2) Faculty Head Sophs will also enhance the Western community by promoting a sense of involvement and belonging among the new students in their faculty.

9.00 SUPERVISION:

(1) Faculty Head Sophs report to their Faculty Constituency Administrator.

(2) In addition to their Faculty Constituency Administrator, the Faculty Head Soph is expected to take direction from the Orientation Operations Committee, their respective Faculty Council President, the Community Engagement Coordinator, and Orientation Staff.