

APPLICATION PARTS ONE & TWO

PART ONE: POSITION COMPETENCIES

A successful Programming Assistant will be expected to demonstrate the following competencies in the position (in no particular order) as identified by the Orientation Operations Committee:

Project Management

Indicators:

- Prioritizes tasks and projects through systematic and timely processes.
- Delegates effectively, holding members accountable to assigned tasks.
- Asks for help with projects and tasks where needed.
- Demonstrates active engagement in planning, designing, and implementing change initiatives.
- Understands own possibilities and limitations in facilitating change.

Communication

Indicators:

- Engage in active listening, accepting information without bias and seek to understand different perspectives.
- Effectively facilitate mediation, conflict resolution, and/or consensus building.
- Facilitate engaging and productive meetings that allow for diverse opinions and focus on action plans.
- Ask questions that increase insight, generate new information, or enhance dialogue.
- Deliver clear and engaging presentations that enhance audience understanding and participation.

Critical Thinking

Indicators:

- Observes organizational processes, practices, and outcomes, and considers possible improvements.
- Clarifies biases, strengths, and limitations
- Considers new perspectives on organizational relationships and processes.
- Plans with an awareness of foreseeable outcomes using a range of perspectives to inform self and others.
- Understands context in decision-making.

Team and Group Facilitation

Indicators:

- Fosters effective balance of task achievement and relationship building.
- Utilizes a diverse range of team member skills, and recognizes potential in others.
- Effectively facilitates team decision-making processes.
- Fosters team culture that supports consensus building and the development of its members.
- Provides constructive feedback to team members.
- Identifies and responds to individual learning and resource needs of team members.

APPLICATION FORMAT

Applicants are asked to produce personal evidence (i.e. behaviours, past events, experiences, activities) for the indicators associated with competencies listed above. Personal evidence must demonstrate past performance of the related competency.

The best way to communicate how you have demonstrated a competency is in the following way:

1. Identify a Concrete Experience: Recall a relevant personal experience, or several experiences, which demonstrates the competency and its indicators.

- Write a detailed description of the event (i.e. as close as possible to a 'play by play' that a video camera might have recorded).
- E.g. personal experiences or direct observations from others.

2. Reflect on your Experience: Reflect on what you learned from the experience(s).

- Discuss your analysis and judgments of the experience and the discussion about the learning that you engaged in with others. Reflection is a middle ground that allows you to come to conclusions about how and why you think and behave in certain ways.
- E.g. judgments, feelings, and connections with earlier experiences, and conclusions reported from others.

3. Apply Your Learning: Make generalizations and formulate practical applications which can be related to the Programming Assistant position

- Share the conclusions you formed from your reflection stage which form the basis by which you can plan future action. Indicate situations when you would implement what you learned from your past experience(s) in the role of Programming Assistant.
- E.g. application planning articulated as specifically as possible for practice in the position.

- **Please address each competency separately, as opposed to combining multiple competencies in a single paragraph.**
- **Please select ONLY 2 indicators per competency.**
- **Applicants are expected to demonstrate ONLY 2 out of the 4 competencies (i.e. 4 indicators).**
- **Please use only 1 example of a personal experience per indicator.**
- **Please limit responses to 500 words per competency (i.e., 250 words per indicator).**

PART TWO: POSITION VISIONING

Describe three (3) new initiatives or changes to soph team programming, culture, or traditions you would like to accomplish during your term as Programming Assistant. Describe your approach to working with others and the steps you would take to implement these initiatives (250 words per initiative).