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1.00 POSITION TITLE: CHARITY SOPH PROGRAMMING ASSISTANT

2.00 POSITION OVERVIEW:

(1) A Charity Programming Assistant is responsible for assisting their Charity Head Soph with the planning and execution of their Soph Team's programming during Orientation Week and beyond.

(2) The Programming Assistant works with their Soph Team, their paired constituency, and Head Soph to provide ongoing transitional support to new students with social activities and academic support throughout the academic year.

(3) The Programming Assistant represents their team, Western and the London community as a positive role model and active member of the community.

(4) The nature of the role of a Soph may include situations where students or fellow Sophs disclose challenges, or exhibit behaviours such as thoughts of suicide, gender-based and sexual-violence, domestic violence, mental health concerns and self-harm. Sophs are responsible for listening and providing resources to students; they do not provide counselling. Charity Programming Assistants will be required to complete mandatory training in these high-risk areas to understand the scope of their role, develop appropriate responses and connect students to a defined network of support

3.00 PRIMARY RESPONSIBILITIES:

(1) Assist the Head Soph with the selection of members of their Soph Team in accordance with USC guidelines

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

(3) Assist the Head Soph in constructing a shared vision for the Soph Team, including the assignment of individual portfolios, and team building initiatives

(4) Maintain consistent communication with their Head Soph, their paired constituency and Orientation Staff throughout their term.

(5) Assist the Head Soph in the creation of programming and budget proposals for Orientation week events and Soph team activities.

(6) Assist the Head Soph with the organization, design, and procurement of Soph Team and new student merchandise in accordance with USC guidelines.

(7) Attend as a proxy (if the Head Soph is absent) at Leadership Team meetings.

(8) Attend any training sessions during their term as required Western's

Student Experience.

(9) Work with various Faculty departments, members of Western administration, and Orientation stakeholders to execute Soph Team recognition initiatives during Orientation Week and throughout the year.

(10) Sign and adhere to an Orientation Leader contract, a Charity-specific Orientation contract, and any other contracts as required by the Orientation Steering Committee.

4.00 QUALIFICATIONS:

(1) A Charity Programming Assistant must be dutifully enrolled as a full-time undergraduate Student registered at Western University for the 2021/22 & 2022/23 academic year.

(2) A Charity Programming Assistant should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and demonstrate a willingness to create fair and accessible environments.

(3) ACharity Programming Assistant will act as project manager for all Soph Team initiatives. Strong organizational skills are paramount.

(4) A Charity Programming Assistant should have effective group facilitation and team building skills.

(5) The nature of the role requires a Programming Assistant 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.

5.00 TIME COMMITMENT:

(1) A Charity Programming Assistant's term shall begin in June of a year, upon selection for the position, and end following Orientation Week. Orientation Week will span September 2nd -11th. A Charity Assistant must be mindful that they will remain a role model for many Students beyond the term of their position.

(2)   Maintain contact and work with the Charity Head Soph and their paired constituency. Typical responsibilities include:

- Reading and marking Soph applications
- Conducting Soph interviews
- Attending orientation training sessions
- Facilitating first Soph team meeting and initial onboarding

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- Coordinating Orientation Week events and team activities
- Organizing Soph Team cheers and merchandise for Orientation Week
- Coordinating the Soph Team Retreat weekend in the summer
- Initiating planning meetings with paired constituency
- Leading regular and ongoing Leadership Team meetings, in person, or online, with PAs who may be long distance.

(4) Charity Programming Assistants will be required to be in London starting August 15, 2022 to participate in Leadership Team Training, Soph Training, residence move- in and Orientation Week 2022. They will be required to be present during Orientation Week on September 5th-10th.

6.00 TRAINING/SUPPORT:

(1) Charity Programming Assistants will be required to attend various mandatory LST and Soph training sessions throughout their term as required by the Orientation Steering Committee. This typically includes:

a) Selection Training
b) Summer Soph Orientation
c) Leadership Team Training: Starting August 15, 2022
d) NWeek Training
e) Ongoing Training

(2) Charity Programming Assistants will also be required to attend any training sessions facilitated by Western's Student Experience.

7.00 LEARNING OUTCOMES:

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

(2) TheCharity Programming Assistant will learn how to develop effective program and event planning skills. Additionally, the Programming Assistant will strengthen their facilitation skills so as to enable peers' learning and personal development.

(3) The Charity Programming Assistant 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 Charity Programming Assistant will help execute an Orientation Week that facilitates a positive transition for all new students to Western University.

(2) Charity Programming Assistant will also enhance the Western community by promoting a sense of involvement and belonging among the new students.

9.00 SUPERVISION:

(1) Charity Programming Assistant reports to their Head Soph, Orientation Staff and the Community Engagement Coordinator.