EFFECTIVE: March 2021
AUTHORITY: Orientation Operations Committee

SUPERSEDES: November 2016
RATIFIED BY: University Students' Council at Western (and Faculty)

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1.00 POSITION TITLE: FACULTY SOPH PROGRAMMING ASSISTANT

2.00 POSITION OVERVIEW:

(1) A Faculty Programming Assistant is responsible for assisting their Faculty 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, Faculty Council, and Associate Dean's Office, to provide ongoing transitional support to new students with social activities and academic support throughout the academic year.

(3) The Programming Assistant represents their Faculty, 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 counseling. Faculty 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 Faculty's Soph Team in accordance with USC guidelines

(2) Adhere to any Orientation 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, Faculty Council President, Faculty Constituency Administrator, and Vice President Student Support & Programming 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) Work with other Residence and Faculty Soph teams, Faculty Council, the Dean's Office, and the Orientation Committee to facilitate Soph Team recognition throughout their term.

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

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

(9) Attend any training sessions during their term as required Western's Student Experience.

(10) 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.

(11) Assist Head Soph with monthly Soph meetings during the academic year.

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

4.00 QUALIFICATIONS:

(1) A Faculty Programming Assistant must be dutifully enrolled as a full-time undergraduate Student registered at Western University for the 2022/23 & 2023/24 academic year.

(2) All Orientation Leaders must achieve a minimum 65% average in their course marks from the fall and winter academic terms ending in April 2023.

(3) A Faculty Programming Assistant must be majoring or specializing in a program of the Faculty that they will represent. Specifically, Faculty Programming Assistant must be enrolled in these programs for the 2022/23 & 2023/24 academic year.

(4) A Faculty 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.

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

(6) A Faculty Programming Assistant should have effective group facilitation and team building skills.

(7) 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 Faculty Programming Assistant's term shall begin in the second semester, upon selection for the position, and end following Orientation Week Orientation Week which will span September 4th -9th (dates to be confirmed). A Programming 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 Vice-President Student Support & Programming, Faculty Administrative Representative, and Faculty Council President, as well as first-year students throughout the academic year. Typical responsibilities include:

- Reading and marking Soph applications
- Conducting Soph interviews
- Attending orientation training sessions
- Facilitating first Soph team meeting and initial onboarding
- Coordinating Orientation Week events and team activities
- Organizing Soph Team cheers and merchandise for Orientation Week
- 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) Programming Assistants will be required to be in London starting mid-August, 2023 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 4th-9th.

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

a)   Selection Training
b)   Summer Soph Orientation
c)   Leadership Team Training: Mid-August (TBD)
d)   NWeek Training
e)   Ongoing Training

(2) Faculty Programming Assistants will also be required to attend any training sessions facilitated by Western's Student Experience or their respective Faculty Constituency Administrator.

7.00 LEARNING OUTCOMES:

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

(2) The Faculty 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 Faculty 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 Faculty Programming Assistant 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 Programming Assistant 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 Programming Assistant reports to their Head Soph.

(2) In addition to their Faculty Constituency Administrator, the Faculty Programming Assistant is expected to take direction from the Orientation Committee, their respective Faculty Council President, and the Vice-President Student Support & Programming.