



University Students' Council

Faculty Head Soph Position Description

EFFECTIVE: March 2021

AUTHORITY: Orientation Operations Committee

SUPERSEDES: November 2016

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

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 Leadership Team, Vice-President Student Support & Programming, affiliated Faculty Council, and Undergraduate Affairs/Dean's Office for first year students during Orientation Week and throughout the academic year.

(2) A Faculty Head Soph represents their Faculty, Western and the London community as a positive role model and active member of the community.

(3) 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 Head Sophs 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) Select and oversee Faculty Programming Assistants and members of their Faculty's Soph Team in accordance with the USC guidelines.

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

(3) Liaise with Vice-President Student Support & Programming 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 Vice-President Student Support & Programming throughout their term.

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

- (6) Develop detailed programming proposals for all Orientation-related initiatives to be submitted to the Vice-President Student Support & Programming and the USC 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 USC.
- (8) Liaise with other Faculty, Residence, Off Campus, and Affiliate Head Sophs to collaborate on various Orientation-related projects throughout their term.
- (9) Work with various Faculty departments, members of Western administration, and the USC to execute Soph Team recognition initiatives during Orientation Week and throughout the year.
- (10) Organize, design, and procure Soph Team and new student merchandise in accordance with Orientation Committee guidelines.
- (11) Attend any training sessions during their term as required Western's Student Experience.
- (12) Participate in Orientation Week 2023 as a student leader and be responsible for executing the constituency's planned events
- (13) Sign and adhere to an Orientation Leader contract, a Faculty-specific Orientation contract, and any other contracts as required by the Orientation Committee.
- (14) During Orientation Week, attend daily communication meetings as required, touching base with Vice-President Student Support & Programming, Head Sophs, and other key Orientation Stakeholders.
- (15) 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 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 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 2022/23 & 2023/24 academic year.
- (4) A Faculty Head Soph should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and prioritize the development of 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.
- (9) A Faculty Head Soph cannot hold a USC Councillor position, Director position on the USC Board of Directors or another role in the Orientation Program.
- (10) Previous experience with Orientation is preferred, but not required to apply for this position.

5.00 TIME COMMITMENT:

- (1) A Faculty Head Soph's term shall begin in the second semester, upon selection for the position, and end following Orientation Week which will span September 4th -9th (dates to be confirmed). A Head Soph 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 in partnership with their faculty representative
 - Attending orientation training sessions
 - Organizing Soph Team cheers and merchandise for Orientation Week
 - Facilitating first Soph team meeting and initial onboarding
 - Coordinating Orientation Week events and team activities
 - Coordinating team building leading up to NWeek
 - 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 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, 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 attend various mandatory Head Soph and Soph training sessions throughout their term as required by Western's Student Experience. This typically includes:

- Selection Training
- Summer Soph Orientation
- Asynchronous Soph Training Modules
- Leadership Team Training: mid-August (TBD)
- NWeek Soph Training
- Ongoing Training

(2) Faculty Head Sophs 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 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 Committee, their respective Faculty Council President, and the Vice-President Student Support & Programming.