



University Students' Council and *The University of Western Ontario*,
BUCSC and Brescia University College
Brescia University College Head Soph:
POSITION DESCRIPTION



EFFECTIVE:	November 2016	SUPERSEDES:	December 2015
AUTHORITY:	Orientation Planning Committee (OPC)	RATIFIED BY:	Orientation Planning Committee (OPC)

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1.00 POSITION TITLE: BRESCIA UNIVERSITY COLLEGE HEAD SOPH

2.00 POSITION OVERVIEW:

- (1) The Brescia University College Head Soph is responsible for leading the Soph Peer Mentor Team, and coordinating programming, through the Soph team and the Brescia University College Student Council (BUCSC), and in full consultation with Brescia administration, for students new to Brescia during Orientation Week and throughout the academic year.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Select and oversee Brescia Programming Assistants and Soph Peer Mentor Team members in partnership with the Brescia Student Life Centre and in accordance with Orientation Operations Committee guidelines.
- (2) Adhere to all Orientation Operations Committee, Western, Brescia, USC and BUCSC policies and decisions relating to Soph Team activities.
- (3) Liaise with the Orientation Coordinator to incorporate the Brescia Soph Peer Mentor Team's programming into Orientation Week.
- (4) Maintain consistent communication with the BUCSC President and the Brescia Student Life Centre (SLC) throughout their term.
- (5) Act as the main link between the Brescia Soph Peer Mentor Team, BUCSC, Brescia administration, and the Orientation Operations Committee.
- (6) Develop detailed programming proposals for all Orientation-related initiatives to be submitted by set deadlines to the Brescia Student Life Centre (SLC) and the Orientation Operations Committee for approval.
- (7) Facilitate the budget planning process in collaboration with BUCSC for all Orientation-related initiatives for review by the Brescia Student Life Centre (SLC) and the Orientation Operations Committee.



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- (8) Liaise with other Faculty, Residence, OC, and Affiliate Head Sophs to collaborate on various Orientation-related projects throughout their term.
- (9) Work with the Brescia Student Life Centre (SLC) and other members of Brescia administration, and Orientation Operations Committee stakeholders to execute Soph Peer Mentor Team initiatives during Orientation Week and throughout the year.
- (10) Organize the design and acquisition of Soph Peer Mentor team and new student merchandise in accordance with Orientation Operations Committee and BUCSC guidelines.
- (11) Attend all training sessions during their term as required by the Orientation Operations Committee, BUCSC and Brescia Administration.
- (12) Review Brescia Soph activity logs monthly
- (13) Sign and adhere to the Orientation Volunteer contract, a Brescia -specific Orientation contract, and any other contracts as required by the Orientation Operations Committee.
- (14) Act as a General Non-Voting Member on the Brescia University College Students' Council, and fulfill the requirements of the role.

4.00 QUALIFICATIONS:

- (1) The Brescia Head Soph must be an undergraduate student registered at Brescia University College for the 2017/18 and 2018/19 school years.
- (2) All Orientation Leaders must attain a 65% academic average in their course marks in the school year ending in April, 2018.
 - i. Summer and intercession courses do not count towards the calculation of this average.
- (3) The Brescia Head Soph must be respectful of differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and demonstrate a willingness to create fair and accessible environments.
- (4) The Brescia Head Soph will act as project manager for all Brescia Soph Peer Mentor Team initiatives. Strong organizational and communication skills are essential to success.
- (5) To lead the Brescia Soph Peer Mentor team, a Head Soph should have effective group facilitation skills to ensure a positive and productive experience for all members.



- (6) The nature of the role requires a Head Soph to be flexible and able to critically assess problems that may arise. Problem solving skills are very important to overall success in the role.
- (7) The Brescia Head Soph should have some financial literacy skills and experience with creating budgets.

5.00 TIME COMMITMENT:

- (1) The Brescia Head Soph's term shall begin in November 2017 upon selection for the position, and end on the last day of the 2018/19 academic year. A Head Soph must be mindful that they will remain a role model for many students beyond the term of their position.
- (2) During the first section of the term (*November – May*), a Head Soph will be required to work approximately 10-15 hours a week. Hours are flexible to fit around classes and other commitments. More hours may be required at peak times, while fewer may be required at other times like the examination period. Typical responsibilities include:
 - i. Reading and marking all Soph applications
 - ii. Working with the Brescia Student Life Centre to coordinate and conduct Soph Peer Mentor interviews and the selection process
 - iii. Attending additional Orientation training
 - iv. Beginning Brescia logistics/planning meetings
 - v. Organizing and preparing Soph Peer Mentor Team details for spring rally
 - vi. Other initiatives undertaken by the Soph Leadership Team (SLT = Head Soph + Programming Assistants)
- (3) During the summer (*May – September*), a Head Soph will likely be working 15-20 hours per week. The Brescia Head Soph much is required to be located in or near London for the summer. Most of this work will consist of:
 - i. With the Brescia Student Life Centre, coordinating planning all aspects of Brescia's Orientation Week
 - ii. Coordinating the Soph Peer Mentor Team Retreat weekend in May
 - iii. Initiating meetings and planning with Brescia stakeholders during regular business hours (Monday-Friday, 8:30am-4:30pm)



- iv. Attending regular and ongoing logistics/planning meetings between SLC and SLT throughout the summer.
 - v. Leading regular and ongoing SLT meetings, virtually, with PAs who may be long distance.
 - vi. Attending Brescia's Summer Orientation Days (SODs) in June & July to present to incoming students and parents with the SLC.
- (4) The Brescia Head Soph will be required to return to campus for Monday, August 27, 2018, at 8:30am to finalize all preparations for training week (begins Tuesday, August 28, 2018) and Orientation Week (begins Sunday, September 2, 2018).
- (5) Following Orientation Week (*September-April*), the Brescia Head Soph will act as Program Coordinator for the Soph Peer Mentor Program (after Orientation Week 2018 to April 2019). The expected time commitment is 5-7 hours/week. Year-long responsibilities shall include:
- i. Attend weekly meetings with the SLT and SLC to ensure program is running smoothly and address issues as they arise.
 - ii. Reading and reviewing monthly Soph log sheets
 - iii. Coordinating Soph Office Hours ('Sophice Hours'). Includes: Scheduling, follow-up, communication with Soph Peer Mentors, tracking student interactions, etc.
 - iv. Co-Conducting 1-1's with Soph Peer Mentors and providing support to them in all aspects of their role as Peer Mentors.
 - v. As member of SLT, ensure programming requirements are fulfilled for each Soph Peer Mentor and the six (6) Pillar Groups:
 - a. Career and Professional Development
 - b. Diversity and Intercultural Awareness
 - c. Academic Success
 - d. Leadership and Involvement
 - e. Wellness (Social, Emotional, Physical, Spiritual, Financial)
 - f. Community Service and Outreach
- (6) With the SLC, coordinating consistent, ongoing Soph Peer Mentor meetings to allow for ongoing team training opportunities



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6.00 TRAINING/SUPPORT:

- (1) 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,
 - ii. Spring Soph Orientation in March,
 - iii. Leadership Team Retreat weekend in May
 - iv. Soph Retreat weekend in May/June
 - v. September Head Soph Training
 - vi. September Soph Training
- (2) The Brescia Head Soph will also be required to attend training sessions as requested by the BUCSC or the Student Life Centre (SLC).

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Brescia Head Soph will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, conflict resolution, problem solving, and communication skills.
- (2) The Head Soph will learn how to develop effective program/event planning and facilitation skills and how to foster the development of skills, knowledge, and attitudes in others.
- (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, the Brescia Head Soph will help execute an Orientation Week that facilitates a positive transition for all new students to Brescia University College and provides these new students with the peer support they may need to be successful during their undergraduate term.
- (2) The Brescia Head Soph will enhance the Brescia community by promoting a sense of involvement and acceptance among new Brescia students.

9.00 SUPERVISION:



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- (1) The Brescia Head Soph co-reports to the Brescia University College Students' Council (BUCSC) and Student Life Centre (SLC).

- (2) In addition, the Brescia Head Soph takes direction from the Orientation Operations Committee, and Western University Students' Council (USC).