



University Students' Council and *The University of Western Ontario*  
BUCSC and Brescia University College  
***Brescia University College Programming Assistant:***  
**POSITION DESCRIPTION**



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<b>EFFECTIVE:</b>	December 2016	<b>SUPERSEDES:</b>	December 2015
<b>AUTHORITY:</b>	Orientation Planning Committee (OPC)	<b>RATIFIED BY:</b>	Orientation Planning Committee (OPC)

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PAGE | 1 of 5

**1.00 POSITION TITLE: BRESCIA PROGRAMMING ASSISTANT**

**2.00 POSITION OVERVIEW:**

- (1) The Brescia University College Programming Assistant is responsible for supporting the Head Soph and Soph Peer Mentor Team, by co-coordinating programming through the Soph team, the Brescia University College Students' Council (BUCSC), and Brescia's Student Life Centre (SLC), for new-to-Brescia students during Orientation Week and the Peer Mentor Program.
- (2) The Programming Assistant works with their Soph Team, the Brescia University College Students' Council (BUCSC), and in full consultation with the Brescia Student Life Centre, to provide ongoing transitional support to new Brescia students through social activities and academic support throughout the school year.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Assist the Head Soph and Brescia Student Life Centre with the selection of members of the Soph Peer Mentor Team in accordance with Orientation Operations Committee guidelines.
- (2) Adhere to any Orientation Operations Committee, Western, Brescia, 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 Peer Mentor Team, including the assignment of individual portfolios, special projects, and team programming initiatives.
- (4) Maintain consistent communication with the Head Soph, BUCSC President and Brescia Student Life Centre throughout their term.
- (5) Assist the Head Soph in the creation of programming proposals and budgets related to any Orientation-related team programming and initiatives.
- (6) Work with the members of BUCSC, Brescia Student Life Centre, and Orientation Operations Committee stakeholders to execute Soph Peer Mentor Team recognition initiatives during Orientation Week and throughout the year.



University Students' Council and *The University of Western Ontario*  
BUCSC and Brescia University College  
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**POSITION DESCRIPTION**



PAGE | 2of5

- (7) Assist the Head Soph with organization, design, and procurement of Soph Peer Mentor Team and First Year Student merchandise in accordance with Orientation Operations Committee guidelines.
- (8) Attend any training sessions during their term as required by the Orientation Operations Committee and the Brescia Student Life Centre.
- (9) Sign and adhere to an Orientation Volunteer contract, a Brescia-specific Orientation contract, and any other contracts as required by the BUCSC, Brescia Student Life Centre, and Orientation Operations Committee.

**4.00 QUALIFICATIONS:**

- (1) A Brescia Programming Assistant must be an undergraduate student registered at Brescia University College for the 2017/18 and 2018/19 school year.
- (2) A Programming Assistant must attain a 65% academic average in their course marks in the school year ending in April, 2018.
  - i. Summer and intersession courses do not count towards the calculation of this average.
- (3) A 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.
- (4) A Programming Assistant will act as project manager for all Soph Team initiatives in the event the Head Soph is absent. Strong organizational skills are paramount.
- (5) A Programming Assistant should have effective group facilitation and team building skills.
- (6) The nature of the role requires a Programming Assistant to be flexible and to 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 Programming Assistant's term shall begin in December, 2017, upon selection for the position, and end on the last day of the 2018/19 academic year. A Programming Assistant must be mindful that they will remain a role model for many students beyond the term of their position



University Students' Council and *The University of Western Ontario*  
BUCSC and Brescia University College  
***Brescia University College Programming Assistant:***  
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PAGE | 3of5

- (2) During the first section of the term (*December – May*), a Programming Assistant will be required to work approximately 7-10 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 times like the examination period. Typical responsibilities include:
- i. Reading and marking all Soph applications.
  - ii. With the Head Soph and Brescia Student Life Centre, coordinating and conducting Soph interview and the selection process.
  - iii. Attending additional Orientation or Student Life Centre 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 Programming Assistant will likely be working 10-15 hours per week. It is strongly encouraged that the Programming Assistant be located in or near London for the summer. Most of this work will consist of:
- i. Coordinating the Soph Team Retreat weekend in May with the Head Soph.
  - ii. Working with the Head Soph and Brescia Student Life Centre to plan and lead all aspects of Brescia's Orientation Week.
  - iii. Attending regular and ongoing logistics/planning meetings between SLT, BUCSC, and SLC throughout the summer.
  - iv. Working with the Head Soph to initiate meetings and plan with Brescia stakeholders during regular business hours (Monday-Friday, 8:30am-4:30pm).
  - v. Attending regular and ongoing Soph Leadership Team (SLT) meetings, virtually, as members may be long distance.
    - a. If local and if the Head Soph cannot be present, expected to attend Brescia's Summer Orientation Days (SODs) in June & July to present to incoming students and parents with the SLC.



University Students' Council and *The University of Western Ontario*  
BUCSC and Brescia University College  
***Brescia University College Programming Assistant:***  
**POSITION DESCRIPTION**



PAGE | 4of5

- (4) 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 Programming Assistant will provide programming mentorship and support to the Soph Peer Mentor Program to ensure programming initiatives occur smoothly. The expected time commitment is 3-5 hours/week. Year-long responsibilities shall include:
  - i. Responsible for overseeing three (3) programming Pillar Groups.
  - ii. Initiate 1on1 meetings with Soph Peer Mentors, as needed.
  - iii. Meet regularly throughout the year with the SLC and rest of the Soph Leadership team to ensure the program is running smoothly, address issues as they arise, and plan monthly team training.
  - iv. Assisting the Head Soph to read and review monthly Soph Peer Mentor log-sheets
  - v. Supporting the Head Soph to coordinate and facilitate Soph Office Hours
  - vi. With the SLC and Head Soph, coordinate consistent ongoing Soph Peer Mentor team meetings to allow for ongoing team training opportunities.

**6.00 TRAINING/SUPPORT:**

- (1) Programming Assistants will be required to attend various mandatory Leadership Team 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



University Students' Council and *The University of Western Ontario*  
BUCSC and Brescia University College  
*Brescia University College Programming Assistant:*  
**POSITION DESCRIPTION**



PAGE | 5of5

- (2) Programming Assistants will also be required to attend any training sessions facilitated by the BUCSC or the Brescia Student Life Centre (SLC).

**7.00 LEARNING OUTCOMES:**

- (1) Throughout their term, a Programming Assistant will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, conflict resolution, problem solving, and communication skills.
- (2) A Programming Assistant will learn how to develop effective program and event planning skills. Additionally, the Programming Assistant will strengthen their facilitation skills to enable peers' learning and personal development.
- (3) A Programming Assistant must 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 Programming Assistant will help execute an Orientation Week that facilitates a positive introduction for all first year students to Brescia University College. Through the Peer Mentoring Program, a Programming Assistant also provides new Brescia students with the transition support they may need to be successful during their first year at Brescia.
- (2) Programming Assistants will also enhance the Brescia community by promoting a sense of belonging and acceptance among the first year students.

**9.00 SUPERVISION:**

- (1) Brescia Programming Assistants report to the Brescia Head Soph and Brescia Student Life Centre.
- (2) In addition, the Brescia Programming Assistant is expected to take direction from the Orientation Coordinator, BUCSC President, the Brescia Student Life Centre, and the Orientation Operations Committee.