



University Students' Council and *The University of Western Ontario*
Faculty Head Soph:
POSITION DESCRIPTION



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

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1.00 POSITION TITLE: FACULTY HEAD SOPH

2.00 POSITION OVERVIEW:

- (1) A Faculty Head Soph is responsible for providing academic and social support through transitional programs with from their Soph team, affiliated Faculty Council, and Undergraduate Affairs/Dean's Office for first-year students during Orientation Week and throughout the academic year.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Select and oversee Faculty Programming Assistants and members of their Faculty's Soph team in accordance with Orientation Operations Committee guidelines.
- (2) Adhere to any Orientation Operations Committee, Western, and USC policies and decisions that relate to their Soph team's activities.
- (3) Liaise with the Orientation Coordinator, Academic Orientation Coordinator, and Administrative Representative to incorporate their Faculty's academic programming into Orientation Week.
- (4) Maintain consistent communication with their associated Faculty Council President, Faculty Administrative Representative, and the Academic Orientation Coordinator throughout their term.
- (5) Act as the main link between their Soph Team and their respective faculty Dean's Office and the Orientation Operations Committee.
- (6) Develop detailed programming proposals for all Orientation-related initiatives to be submitted to the Academic Orientation Coordinator and the Orientation Operations Committee for approval.
- (7) Facilitate the budget planning process in collaboration with their council's Vice-President Finance (or equivalent) and the USC's Secretary Treasurer for all Orientation-related initiatives for review by the Faculty Administrative Representative 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) Liaise with the Charity Orientation Coordinator to collaborate on projects related to the Orientation Program's charitable campaigns.
- (10) Work with various Faculty departments, members of Western administration, and Orientation Operations Committee stakeholders to execute Soph Team recognition initiatives during Orientation Week and throughout the year.
- (11) Organize, design, and procure Soph Team and First Year Student merchandise in accordance with Orientation Operations Committee guidelines.
- (12) Attend any training sessions during their term as required by the Orientation Operations Committee.
- (13) Co-chair monthly All Soph meetings with their Residence Head Soph partner and the Academic Leadership Programmer in their assigned building.
- (14) Review Faculty Soph activity logs monthly.
- (15) Sign and adhere to an Orientation Volunteer contract, a Faculty-specific Orientation contract, and any other contracts as required by the Orientation Operations Committee.
- (16) 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 an undergraduate student registered at Western University for the 2017/18 & 2018/19 academic year.
- (2) 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 2017/18 & 2018/19 academic year.
- (3) A Faculty Head Soph 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.



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- (4) A Faculty Head Soph 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 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.

5.00 TIME COMMITMENT:

- (1) A Faculty 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 (*December – May*), a Faculty 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 times like the examination period. Typical responsibilities include:
 - i. Reading and marking Soph applications
 - ii. Coordinating and conducting Soph interviews
 - iii. Attending additional Orientation training
 - iv. Organizing and preparing Soph Team details for Spring Rally
- (3) During the summer (*May – September*), a Head Soph will likely be working 15-20 hours per week. Most of this work will consist of coordinating the activities of their Soph team and maintaining contact with the Academic Orientation Coordinator, Faculty Administrative Representative, and Faculty Council President. Typical responsibilities include:



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- i. Coordinating Orientation Week events and team activities
 - ii. Coordinating the Soph Team Retreat weekend in May/June
 - iii. Initiating planning meetings with Faculty Administration/Dean's Office to provide regular program updates
 - iv. 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 return to London prior to the start of Orientation Week. They are also required to be present during Orientation Week.
- (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 first year students in their faculty.

6.00 TRAINING/SUPPORT:

- (1) Faculty 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) Faculty Head Sophs will also be required to attend any training sessions facilitated by the Student Success Centre or their respective Faculty administration.

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.



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- (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 first year 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 first year students in their faculty.

9.00 SUPERVISION:

- (1) Faculty Head Sophs report to their respective Faculty Administration/Dean's Office.
- (2) In addition to the Faculty Administrative Representative, the Faculty Head Soph is expected to take direction from the Orientation Operations Committee, their respective Faculty Council President, the Student Engagement Programs Coordinator, the Academic Orientation Coordinator, the Orientation Coordinator, and the Coordinator, Orientation Initiatives.