



University Students' Council and *The University of Western Ontario*  
***Faculty Programming Assistant:***  
**POSITION DESCRIPTION**



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<b>EFFECTIVE:</b>	December 2016	<b>SUPERSEDES:</b>	November 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: FACULTY 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.
- (2) The Programming Assistant works with their Soph Team, affiliated Faculty Council, and in consultation with their Undergraduate Affairs/Dean's Office, to provide ongoing transitional support to new students through social activities and academic support throughout the school year.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Assist the Head Soph with the selection of 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) Assist the Head Soph in constructing a shared vision for the Soph Team, including the assignment of individual portfolios, special projects, and team programming initiatives.
- (4) Maintain consistent communication with the Head Soph 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 Western administration, their Undergraduate Affairs/Dean's Office, and Orientation Operations Committee stakeholders to execute Soph Team recognition initiatives during Orientation Week and throughout the year.



University Students' Council and *The University of Western Ontario*  
***Faculty Programming Assistant:***  
**POSITION DESCRIPTION**



PAGE | 2of5

- (7) Assist the Head Soph with organization, design, and procurement of Soph Team and First Year Student merchandise in accordance with Orientation Operations Committee guidelines.
- (8) Proxy as co-chair (if the Head Soph absent) during monthly All Soph meetings with their Residence Head Soph partner and the Academic Leadership Programmer in their building.
- (9) Attend any training sessions during their term as required by the Orientation Operations Committee, Student Success Centre, and their Undergraduate Affairs/Dean's Office.
- (10) Sign and adhere to an Orientation Volunteer contract, a Faculty -specific Orientation contract, and any other contracts as required by the Orientation Operations Committee and their Undergraduate Affairs/Dean's Office.

**4.00 QUALIFICATIONS:**

- (1) A Programming Assistant must be an undergraduate student registered at Western University for the 2017/18 & 2018/19 academic year
- (2) A Faculty Programming Assistant must be majoring or specializing in a program of the Faculty that they will represent. Specifically, Faculty Programming Assistants must be enrolled in these programs for the 2017/18 & 2018/19 academic year.
- (3) 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.
- (4) 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.
- (5) 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.
- (6) A 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 to be able to critically assess problems that may arise. Problem solving skills are very important to overall success in the role.



University Students' Council and *The University of Western Ontario*  
***Faculty Programming Assistant:***  
**POSITION DESCRIPTION**



PAGE | 3of5

**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
- (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 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 Programming Assistant will likely be working 10-15 hours per week. Most of this work will consist of coordinating the activities of their Soph Team and maintaining contact with the Head Soph, Academic Orientation Coordinator, and their Undergraduate Affairs/Dean's Office. Typical responsibilities include:
  - i. Coordinating aspects of faculty Orientation Week events and team activities
  - ii. Coordinating the Soph Team Retreat weekend in May/June
  - iii. Participating in planning meetings with their Undergraduate Affairs/Dean's Office to provide regular program updates
  - iv. Attending regular and ongoing Leadership Team meetings, in person, or online.
- (4) Programming Assistants will be required to return to London prior to the start of Orientation Week. They are also required to be present for the duration of Orientation Week.



University Students' Council and *The University of Western Ontario*  
***Faculty Programming Assistant:***  
**POSITION DESCRIPTION**



PAGE | 4of5

- (5) Following Orientation Week, Programming Assistants will be required to assist their affiliated Faculty Council with academic programming and to provide continued support to new students enrolled in their faculty.

**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
- (2) Programming Assistants will also be required to attend any training sessions facilitated by their Undergraduate Affairs/Dean's Office and Faculty Council.

**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, 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 so as 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 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.



University Students' Council and *The University of Western Ontario*  
***Faculty Programming Assistant:***  
**POSITION DESCRIPTION**



PAGE | 5 of 5

- (2) Programming Assistants will also enhance the Western community by promoting a sense of belonging and acceptance among the first year students.

**9.00 SUPERVISION:**

- (1) Faculty Programming Assistants report to their Faculty Head Soph.
- (2) In addition, the Faculty Programming Assistant 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.