



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



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| 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: HURON UNIVERSITY COLLEGE HEAD SOPH

2.00 POSITION OVERVIEW:

- (1) The Huron University College Head Soph is responsible for leading the Soph Team, and coordinating social and academic support through transitional programs with help from the Soph team, the Huron University College Student Council (HUCSC), and Huron administration, for students new to Huron during Orientation Week and throughout the academic year.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Select and oversee Huron Programming Assistants and Soph Team members in accordance with Orientation Operations Committee guidelines.
- (2) Adhere to all Orientation Operations Committee, Western, Huron, USC and HUCSC policies and decisions relating to Soph Team activities.
- (3) Liaise with the Orientation Coordinator to incorporate the Huron Soph Team's programming into Orientation Week.
- (4) Maintain consistent communication with the HUCSC President and the Huron Assistant Director for Residence Life & Student Engagement throughout their term.
- (5) Act as the main link between the Huron Soph Team, HUCSC, Huron administration, and the Orientation Operations Committee.
- (6) Develop detailed programming proposals for all Orientation-related initiatives to be submitted by set deadlines to the Huron Assistant Director for Residence Life & Student Engagement and the Orientation Operations Committee for approval.
- (7) Facilitate the budget planning process in collaboration with HUCSC for all Orientation-related initiatives for review by the Huron Assistant Director for Residence Life & Student Engagement and the Orientation Operations Committee.
- (8) Liaise with other Faculty, Residence, OC, and Affiliate Head Sophs to collaborate on various Orientation-related projects throughout their term.



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- (9) Liaise with the Charity Orientation Coordinator to collaborate on projects related to the Orientation Program's charity campaigns.
- (10) Work with the Huron Assistant Director for Residence Life & Student Engagement and other members of Huron administration, and Orientation Operations Committee stakeholders to execute Soph Team initiatives during Orientation Week and throughout the year.
- (11) Organize the design and acquisition of Soph team and new student merchandise in accordance with Orientation Operations Committee and HUCSC guidelines.
- (12) Attend all training sessions during their term as required by the Orientation Operations Committee, HUCSC and Huron Administration.
- (13) Review Huron Soph activity logs monthly
- (14) Sign and adhere to the Orientation Volunteer contract, a Huron-specific Orientation contract, and any other contracts as required by the Orientation Operations Committee.
- (15) Act as a member of the HUCSC throughout the academic year, as required.

4.00 QUALIFICATIONS:

- (1) The Huron Head Soph must be dutifully enrolled as an undergraduate student registered at Huron University College for the 2017/18 & 2018/19 academic year.
- (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 Huron 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 Huron Head Soph will act as project manager for all Huron Soph Team initiatives. Strong organizational and communication skills are essential to success.
- (5) To lead the Huron Soph team, a Head Soph should have effective group facilitation skills to ensure a positive and productive experience for all members.



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- (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 Huron Head Soph should have some financial literacy skills and experience with creating budgets.

5.00 TIME COMMITMENT:

- (1) The 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 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 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 (including the Soph Team Retreat), preparing documents for submission, maintaining contact with the Assistant Director for Residence Life & Student Engagement and HUCSC President. Typical responsibilities include:
 - i. Coordinating Orientation Week events and team activities
 - ii. Coordinating the Soph Team Retreat weekend in May/June
 - iii. Initiating planning meetings with the Huron University College Students' Council (HUCSC) and the Assistant Director for Residence Life & Student Engagement to provide regular program updates
 - iv. Leading regular and ongoing Leadership Team meetings, in person, or online, with PAs who may be long distance.



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- (4) 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, the Huron Head Sophs will be required to coordinate and monitor yearlong Soph tasks, assist HUCSC with programming, and provide continued support to new students at Huron.

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 Huron Head Soph will also be required to attend training sessions as requested by the HUCSC or the Assistant Director for Residence Life & Student Engagement.

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Huron Head Soph will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, 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.



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8.00 COMMUNITY IMPACT:

- (1) If successful, the Huron Head Soph will help execute an Orientation Week that facilitates a positive transition for all new students to Huron University College and provides these new students with the peer support they may need to be successful during their undergraduate term.
- (2) The Huron Head Soph will enhance the Huron community by promoting a sense of involvement and acceptance among new Huron students.

9.00 SUPERVISION:

- (1) The Huron Head Soph co-reports to the Huron University College Students' Council (HUCSC) and the Assistant Director for Residence Life & Student Engagement.
- (2) In addition, the Head Soph takes direction from the Orientation Operations Committee, and the Orientation Coordinator.