University Students' Council and *The* University *of* Western Ontario,
KUCSC and King's University College
King's University College Head Soph:
POSITION DESCRIPTION

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

1.00   POSITION TITLE: KING'S UNIVERSITY COLLEGE HEAD SOPH

2.00   POSITION OVERVIEW:

(1) The King's University College Head Soph is responsible for leading the Soph team, and coordinating programming, through the Soph team and the King's University College Student Council (KUCSC), and in full consultation with King's administration, through the King's Student Activities Coordinator, for students new to King's during Orientation Week and throughout the academic year.

3.00   PRIMARY RESPONSIBILITIES:

(1) Select and oversee King's Programming Assistants and Soph team members in accordance with Orientation Operations Committee guidelines.

(2) Adhere to all Orientation Operations Committee, Western, King's, USC and KUCSC policies and decisions relating to Soph team activities.

(3) Liaise with the Orientation Coordinator to incorporate the King's Soph team's programming into Orientation Week.

(4) Maintain consistent communication with the KUCSC President and the King's Student Activities Coordinator throughout their term.

(5) Act as the main link between the King's Soph team, KUCSC, King's administration, and the Orientation Operations Committee.

(6) Develop detailed programming proposals for all Orientation-related initiatives to be submitted by set deadlines to the King's Student Activities Coordinator and the Orientation Operations Committee for approval.

(7) Ensure significant academic and transitional support programming, in keeping with CAS standards, is provided in Orientation Week and Orientation month, in collaboration with King's administration.

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(8) Facilitate the budgeting process in collaboration with KUCSC for all Orientation-related initiatives for review by the King's Student Activities Coordinator and the Orientation Operations Committee.

(9) Liaise with other Faculty, Residence, OC, and Affiliate Head Sophs to collaborate on various Orientation-related projects throughout their term.

(10) Liaise with the Charity Orientation Coordinator to collaborate on projects related to the Orientation Program's charity campaigns.

(11) Work with the King's Student Activities Coordinator and other members of King's administration, and Orientation Operations Committee stakeholders to execute Soph team initiatives during Orientation Week and throughout the year.

(12) Organize the design and acquisition of Soph team and New Student merchandise in accordance with Orientation Operations Committee and KUCSC guidelines.

(13) Attend all training sessions during their term as required by the Orientation Operations Committee, KUCSC and King's Administration.

(14) Review King's Soph activity logs monthly

(15) Sign and adhere to the Orientation Volunteer contract, a King's-specific Orientation contract, and any other contracts as required by the Orientation Operations Committee.

(16) Act as a member of the KUCSC throughout the academic year, as required.

(17) Represent the Affiliate College Head Sophs by sitting on the Orientation Operations Committee, attending those meetings, and actively participating on an Orientation working group, from November 2017 to December 2018.

4.00   QUALIFICATIONS:

(1) The King's Head Soph must be an undergraduate student registered at King's University College for the 2017/18 & 2018/19 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.

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(3) The King's 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 King's Head Soph will act as project manager for all King's Soph team initiatives. Strong organizational and communication skills are essential to success.

(5) To lead the King's Soph 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 King's 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 (*November – May*), a Head Soph will be required to work approximately 15-20 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 interview and selection process

  iii. Attending additional Orientation training

  iv.   Beginning King's logistics/planning meetings

  v.   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,

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maintaining contact with the King's Student Activities Coordinator and KUCSC President. Most of this work will consist of:

    i.   Coordinating planning all aspects of King's Orientation Week

    ii.   Coordinating the Soph Team Retreat weekend in May

    iii.   Initiating meetings and planning with King's stakeholders during regular business hours (Monday-Friday, 8:30am-4:30pm)

    iv.   Attending regular and ongoing logistics/planning meetings between King's Student Activities Coordinator and the King's Head Soph team throughout the summer.

    v.   Leading regular and ongoing King's Head Soph team meetings, in person, or online, with PAs who may be long distance.

(4) The King's Head Soph will be required to return to campus for Monday, August 27, 2018 to finalize all preparations for training (begins Wednesday, August 29, 2018) and Orientation Week (begins Sunday, September 2, 2018).

(5) Head Sophs are required to be present during Orientation Week.

(6) Following Orientation Week, the King's Head Sophs will be required to coordinate and monitor yearlong Soph tasks, assist KUCSC with programming, and provide continued support to new students at King's.

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

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(2) The King's Head Soph will also be required to attend training sessions as requested by the KUCSC or the King's Student Activities Coordinator.

7.00 LEARNING OUTCOMES:

(1) Throughout their term, the King's 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.

8.00 COMMUNITY IMPACT:

(1) If successful, the King's Head Soph will help execute an Orientation Week that facilitates a positive transition for all new students to King's University College and provides these new students with the peer support they may need to be successful during their undergraduate term.

(2) The King's Head Sophs will enhance the King's community by promoting a sense of involvement and acceptance among new King's students.

9.00 SUPERVISION:

(1) The King's Head Soph reports to the Orientation Operations Committee.

(2) In addition to the Orientation Operations Committee, the Head Soph takes direction from the King's Student Activities Coordinator, the KUCSC, and the Orientation Coordinator.