



University Students' Council and *The University of Western Ontario*
KUCSC and King's University College
King's University College Programming Assistant:
POSITION DESCRIPTION



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

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1.00 POSITION TITLE: KING'S UNIVERSITY COLLEGE PROGRAMMING ASSISTANT

2.00 POSITION OVERVIEW:

- (1) King's University College Programming Assistants are responsible for assisting the Head Soph with the planning and execution of the Soph team's programming during Orientation Week.
- (2) They also work with the Head Soph, Soph team, KUCSC and King's University College Administration to provide support to students new to King's during Orientation Week and throughout the academic year.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Assist the Head Soph with the selection of members of for the King's Soph team in accordance with Orientation Operations Committee guidelines.
- (2) Adhere to all Orientation Operations Committee, Western, USC, King's University College and KUCSC policies and decisions that relate to the 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 the term of the position.
- (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 King's Student Activities Coordinator, and various King's administrative departments, and Orientation Operations Committee stakeholders to execute Soph team initiatives during Orientation Week and throughout the year as directed by the Head Soph.



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- (7) Assist the Head Soph with the design and acquisition of Soph team and New Student merchandise in accordance with Orientation Operations Committee and KUCSC guidelines.
- (8) Attend all training sessions during the term of the position as required by the Orientation Operations Committee, KUCSC, and King's Administration.
- (9) 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.

4.00 QUALIFICATIONS:

- (1) King's Programming Assistants must be undergraduate students registered at King's University College for the 2017/18 and 2018/19 school 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 courses do not count towards the calculation of this average.
- (3) A Programming Assistant 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) To help the Head Soph lead a Soph team, a Programming Assistant should have effective group facilitation skills to ensure a positive and productive experience for all members.
- (5) The nature of the role requires a Programming Assistant to be flexible and 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) The Programming Assistant's term shall begin in December, upon selection for the position, and end on the last day of the 2018/19 academic year.
- (2) During the first section of the term (*December – May*), a Programming Assistant 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:



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- 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 Programming Assistant will likely be working 10-15 hours per week. Most of this work will consist of helping the Head Soph coordinate the activities of their Soph team and maintaining consistent contact with the Head Soph. Most of this work will consist of assisting the Head Soph with:
- i. Coordinating aspects of King's Orientation Week
 - ii. Coordinating the Soph Team Retreat weekend in May
 - iii. Participating in meetings and planning with King's stakeholders during regular business hours (Monday-Friday, 830am-430pm)
 - 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. Attending regular and ongoing King's Head Soph team meetings, in person, or online.
- (4) The King's PAs will be required to return to campus for Monday, August 27, 2018 to finalize all preparations for training (begins Wednesday, Aug 29, 2018) and Orientation Week (begins Sunday, September 2, 2018).
- (5) PAs are required to be present during Orientation Week.
- (6) Following Orientation Week, Programming Assistants will be required to assist the Head Soph and KUCSC with programming and provide continued support to the new students at King's.

6.00 TRAINING/SUPPORT:

- (1) Programming Assistants will be required to attending various mandatory Leadership Team and Soph training sessions throughout their term as required by the Orientation Operations Committee.



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- i. This typically includes two training sessions prior to the end of the academic year, two training sessions in the summer, and two days of training prior to Orientation Week.
- (2) Programming Assistants 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, Programming Assistants will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, and communication skills.
- (2) Programming Assistants 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) Programming Assistants 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, Programming Assistants will help execute an Orientation Week that facilitates a positive transition for all new students to King's and provide students with the peer support they may need to be successful during their undergraduate term.
- (2) Programming Assistants will also enhance the Western community by promoting a sense of involvement and acceptance among new King's students.

9.00 SUPERVISION:

- (1) King's Programming Assistant report to the King's Head Soph.
- (2) In addition to the King's Head Soph, Programming Assistants take direction from the King's Student Activities Coordinator, the KUCSC, and the Orientation Coordinator.