



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



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<b>EFFECTIVE:</b>	November 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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**1.00 POSITION TITLE: OFF-CAMPUS HEAD SOPH**

**2.00 POSITION OVERVIEW:**

- (1) The Off Campus Head Soph is responsible for providing academic support and coordinating programming, through their Soph Team and Society of Off Campus Students (SOCS), for new students to Western during Orientation Week and throughout the academic year.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Select and oversee Off Campus Programming Assistants and members of the Off Campus 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 Student Engagement Programs Coordinator to incorporate their programming into Orientation Week.
- (4) Maintain consistent communication with their associated Faculty Sophs and the Academic Orientation Coordinator throughout their term.
- (5) Act as the main link between their Soph Team and The Student Success Centre.
- (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 the Academic Orientation Coordinator for all Orientation-related initiatives for review by the Student Engagement Programs Coordinator and the Orientation Operations Committee.



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- (8) Liaise with Faculty, Residence, 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 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) Review Off-Campus Soph activity logs monthly.
- (14) Sign and adhere to an Orientation Volunteer contract, an Off Campus -specific Orientation contract, and any other contracts as required by the Orientation Operations Committee.
- (15) Attend Orientation Operations Committee meetings and actively participate on an Orientation Working Group from November 2017 to March 2019.

**4.00 QUALIFICATIONS:**

- (1) The Off Campus Head Soph must be an undergraduate student registered at Western University for the coming school year.
- (2) The Off Campus 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.
- (3) The Off Campus 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.
- (4) The Off Campus Head Soph will act as project manager for all Soph Team initiatives. Strong organizational skills are paramount.



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- (5) The Off Campus Head Soph should have effective group facilitation and team building skills.
- (6) 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.
- (7) The Off Campus Head Soph should have some financial literacy skills and experience with creating budgets.

**5.00 TIME COMMITMENT:**

- (1) The Off Campus 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*), the Off Campus 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 and the Student Engagement Programs Coordinator. 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 Student Engagement Programs Coordinator to provide regular program updates



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- iv. Leading regular and ongoing Leadership Team meetings, in person, or online, with PAs who may be long distance.
- (4) The Off Campus Head Soph 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 Off Campus Head Soph will be required to assist the Society of Off Campus Students with academic programming and provide ongoing transitional support to OC first year students.

**6.00 TRAINING/SUPPORT:**

- (1) The Off Campus Head Soph will be required to attend 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 Off Campus Head Soph will also be required to attend any training sessions facilitated by the Student Success Centre.

**7.00 LEARNING OUTCOMES:**

- (1) Throughout their term, the Off Campus Head Soph will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, and communication skills.
- (2) The Off Campus 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.



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**8.00 COMMUNITY IMPACT:**

- (1) If successful, the Off Campus 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) The Off Campus Head Soph will also enhance the Western community by promoting a sense of involvement and belonging among the OC first year students.

**9.00 SUPERVISION:**

- (1) The Off Campus Head Soph reports to the Student Engagement Programs Coordinator.
- (2) In addition to the Student Engagement Programs Coordinator, the Off Campus Head Soph is expected to take direction from the Orientation Operations Committee, the Academic Orientation Coordinator, and the Orientation Coordinator.