



University Students' Council and *The University of Western Ontario*
Off Campus 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: OFF CAMPUS PROGRAMMING ASSISTANT

2.00 POSITION OVERVIEW:

- (1) An Off Campus Programming Assistant is responsible for assisting the Off Campus Head Soph with the planning and execution of the Off Campus Soph Team's programming during Orientation Week.
- (2) The Programming Assistant works with the Off Campus Soph Team, Society of Off Campus Students, and Student Engagement Programs Coordinator 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 Off Campus Head Soph with the selection of 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) 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 Off Campus 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 residences and faculties, members of Western administration, and Orientation Operations Committee stakeholders to execute Soph Team recognition initiatives during Orientation Week and throughout the year.



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- (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) Attend any training sessions during their term as required by the Orientation Operations Committee and the Student Success Centre.
- (9) 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 and Student Success Centre.

4.00 QUALIFICATIONS:

- (1) A Programming Assistant must be an undergraduate student registered at Western University for the 2017/18 and 2018/19 school year.
- (2) 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.
- (3) 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.
- (4) An Off Campus 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.
- (5) An Off Campus Programming Assistant should have effective group facilitation and team building skills.
- (6) 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.

5.00 TIME COMMITMENT:

- (1) An Off Campus 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



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- (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 Off Campus Head Soph, Academic Orientation Coordinator, and Student Engagement Programs Coordinator. Typical responsibilities include:
- i. Coordinating aspects of OC Orientation Week events and team activities
 - ii. Coordinating the Soph Team Retreat weekend in May/June
 - iii. Participating in planning meetings with the Student Engagement Programs Coordinator to provide regular program updates
 - iv. Attending regular and ongoing Leadership Team meetings, in person, or online.
- (4) Off Campus 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.
- (5) Following Orientation Week, Programming Assistants will be required to assist the Society of Off-Campus Students with academic programming and to provide continued support to new students.

6.00 TRAINING/SUPPORT:

- (1) Off Campus 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:



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- 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 Programming Assistant will also be required to attend any training sessions facilitated by the Student Success Centre.

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, an Off Campus 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, an Off Campus 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.
- (2) Off Campus Programming Assistants will also enhance the Western community by promoting a sense of belonging and acceptance among the first year students.



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9.00 SUPERVISION:

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