1. Position title: Charity PROGRAMMING aSSISTANT
2. Position Overview:
	* 1. Under the direction of the Charity Orientation Coordinator, the Charity Programming Assistant is responsible for supporting the planning and execution of Western’s annual charity initiatives during Orientation Week.
3. primary responsibilities:
	* 1. Select and oversee members of the Charity Orientation Team in accordance with Orientation Operations Committee guidelines.
		2. Assist the Charity Orientation Coordinator in constructing a shared vision for the team, including the assignment of individual portfolios, special projects, and team programming initiatives.
		3. Assist the Charity Orientation Coordinator in the creation of programming proposals for all Orientation-related initiatives to be submitted to the Orientation Coordinator and the Orientation Operations Committee for approval.
		4. Attend Orientation Staff meetings, when directed to by the Charity Orientation Coordinator, to provide information regarding team initiatives and campaign updates
		5. Liaise with Faculty, Residence, Off Campus, and Affiliate Head Sophs to collaborate on various charitable campaigns and initiatives.
		6. Collaborate and communicate with selected and approved charitable organizations within the Orientation program.
		7. Attend any training sessions prior to Orientation Week as required by the Orientation Coordinator or the Orientation Operations Committee.
		8. Meet regularly with the Charity Orientation Coordinator throughout their term
		9. Sign and adhere to an Orientation Volunteer contract and any other contracts as required by the Orientation Operations Committee.
		10. Adhere to any Orientation Operations Committee, Western, and USC policies and decisions that relate to their team’s activities.
4. Qualifications:
	* 1. A Programming Assistant must be dutifully enrolled as an undergraduate Student registered at Western University for the 2018/19 & 2019/20 school year.
		2. A Programming Assistant must attain a 65% academic average in their course marks in the school year ending in April, 2019.
			1. 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. A Programming Assistant will act as project manager for all team initiative in the event the Charity Orientation Coordinator is absent. Strong organizational skills are paramount.
		5. A Programming Assistant should have effective group facilitation and team building skills.
		6. A successful Programming Assistant is required to have strong interpersonal and communications skills, especially when dealing with many different stakeholders in the USC and on the Orientation Operations Committee.
		7. The nature of the role requires Programming Assistants 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.
5. Time commitment:
	* 1. A Programming Assistant’s term shall begin in December of 2018, upon selection for the position, and end on the last day of the 2019/20 academic year. A Programming Assistant must be mindful that they will remain a role model for many Students beyond the term of their position.
		2. During the first part 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.
		3. During the summer (*May – September*), a Programming Assistant will likely be working 10-15 hours per week. Typical responsibilities include:
			1. Coordinating Orientation Week events and team activities
			2. Coordinating their Team Retreat weekend in June
			3. Coordinating summer awareness activities organized by Soph Teams
			4. Initiating planning meetings with campus partners and representatives from the charitable organizations to provide regular program updates
			5. Participating in regular and ongoing Leadership Team meetings, in person, or online, with the Charity Orientation Coordinator and fellow Programming Assistants who may be long distance.
		4. A Programming Assistant will be required to return to London prior to the start of Orientation Week. They are also required to be present during Orientation Week.
6. Training/support:
	* 1. A Programming Assistant will be required to attend various mandatory Soph training sessions throughout their term as required by the Orientation Operations Committee. This typically includes:
			1. Several training sessions prior to the end of the academic year,
			2. Spring Soph Orientation in March,
			3. Leadership Team Retreat weekend in May
			4. Soph Retreat weekend in June
			5. September Soph Training
7. Learning outcomes:
	* 1. Throughout their term, a 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/event planning and facilitation skills. Additionally, they will strengthen their facilitation skills so as to enable peers’ learning and personal development.
		3. A Programming Assistant will also demonstrate responsibility for their actions and learn how to interpret the effect their decisions and actions may have on others.
8. community impact:
	* 1. If successful, a Programming Assistant will help execute an Orientation Week that facilitates a positive transition for all First Year Students to Western University, and provides opportunities to develop civic-mindedness and to participate in campaigns that serve and support those who are less fortunate or marginalized in society.
		2. A Programming Assistant will also have the opportunity to make an impact at the university, in the community, province, and country through the awareness and fundraising campaigns.
9. Supervision:
	* 1. A Programming Assistant is expected to take direction from the Charity Orientation Coordinator and the Orientation Operations Committee.