



University Students' Council Program Assistant Job Description

EFFECTIVE: September 2025 **SUPERSEDES:** March 2021

AUTHORITY: Orientation Working Group

1.00 POSITION TITLE: FACULTY PROGRAM ASSISTANT

2.00 POSITION OVERVIEW:

- (1) A Faculty Program Assistant is responsible for providing a robust academic and social transition with their VP Orientation & Programming, Soph Team, affiliated Faculty Council, and Undergraduate Affairs/Dean's Office for first year students during Orientation Week and throughout the academic year.
- (2) A Faculty Program Assistant represents their Faculty, Western and the London community as a positive role model and active member of the community.
- (3) The nature of the role of a Soph may include situations where students or fellow Sophs disclose challenges, or exhibit behaviours such as thoughts of suicide, gender-based and sexual-violence, domestic violence, mental health concerns and self-harm. Sophs are responsible for listening and providing resources to students; they do not provide counselling. Faculty Program Assistants will be required to complete mandatory training in these high-risk areas to understand the scope of their role, develop appropriate responses and connect students to a defined network of support

3.00 PRIMARY RESPONSIBILITIES:

- (1) Select and oversee members of their Faculty's Soph Team in accordance with the USC guidelines.
- (2) Adhere to any Western and USC policies and decisions that relate to their Soph Team's activities.
- (3) Liaise with their Head Soph to develop high impact programming during Orientation Week.
- (4) Develop detailed programming proposals for all Orientation-related initiatives to be submitted to the VPOP for approval.
- (5) Participate in the budget planning process in collaboration with the USC's Vice President Orientation and Programming for all Orientation-related initiatives.
- (6) Attend any training sessions during their term as required by Central Orientation.
- (7) Participate in Orientation Week 2026 as a student leader and be responsible for executing the constituency's planned events

(8) Sign and adhere to an Orientation Leadership Soph Team contract.

(9) During Orientation Week, attend daily communication meetings as required, touching base with Head Sophs, Orientation Staff, VPOP and other key Orientation Stakeholders.

4.00 QUALIFICATIONS:

(1) A Faculty Program Assistant must be dutifully enrolled as a full-time undergraduate student registered at Western University for the 2025/26 & 2026/27 academic year.

(2) A Faculty Program Assistant must be majoring or specializing in a program of the Faculty that they will represent. Specifically, Faculty Head Sophs must be enrolled in these programs for the 2025/26 & 2026/27 academic year.

(3) A Faculty Program Assistant should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and prioritize the development of fair and accessible environments.

(4) A Faculty Program Assistant will act as project manager for all Soph Team initiatives. Strong organizational skills are paramount.

(5) A Faculty Program Assistant should have effective group facilitation and team building skills.

(6) The nature of the role requires a Program Assistant 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) A Faculty Program Assistant cannot hold a Director position on the USC Board of Directors, another role in the Orientation Program, or as an elected member of the University Students' Council.

(8) Previous experience with Orientation is required to apply for this position.

5.00 TIME COMMITMENT:

(1) A Faculty Program Assistant's transition term shall begin November 3, 2025, with the email transition taking place with the start of soph application grading. The Head Soph's term will officially end along with the end of the 2026/27 academic year.

(2) Maintain contact and work with the VPOP, Faculty Administrative Representative, and Faculty Council President, as well as first-year students throughout the academic year. Typical responsibilities include:

- Attending orientation training sessions.
- Organizing Soph Team cheers and merchandise for Orientation Week.
- Facilitating Soph team meetings and initial onboarding.
- Coordinating Orientation Week events and team activities.
- Coordinating team building leading up to NWeek.
- Complete a brief performance review of their Soph team following Orientation Week.

(3) Faculty Program Assistants will be required to be in London starting August 21st, 2026 to participate in Leadership Team Training, Soph Training, residence move-in and Orientation Week 2026. They will be required to be present during Orientation Week - September 5th - September 13th, 2026. ***NOTE*** These dates are tentative and subject to change.

(4) Following Orientation Week, Program Assistants will be required to assist their Head Soph and Faculty Council with academic programming and to provide ongoing transitional support to the new students in their faculty.

6.00 TRAINING/SUPPORT:

(1) Faculty Program Assistants will be required to attend various mandatory LST and Soph training sessions throughout their term as required by Central Orientation within Student Experience. This typically includes:

- Selection Training
- Summer Soph Orientation
- Asynchronous Soph Training Modules
- Leadership Team Training: Starting August 21st, 2025
- NWeek Soph Training
- Ongoing Training

(2) Faculty Program Assistants will also be required to attend any training sessions facilitated by Western's Student Experience, or their respective Faculty Constituency Administrator.

7.00 LEARNING OUTCOMES:

(1) Throughout their term, a Faculty Program Assistant will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, and communication skills.

(2) The Faculty Program Assistant will learn how to develop effective program and event planning skills. Additionally, the Program Assistant will strengthen their facilitation skills so as to enable peers' learning and personal development.

(3) The Program Assistant 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, a Faculty Program Assistant will help execute an Orientation Week that facilitates a positive transition for all new students to Western University and provides students with the academic support they may need to be successful during their undergraduate term.

(2) Faculty Program Assistants will also enhance the Western community by promoting a sense of involvement and belonging among the new students in their faculty.

9.00 SUPERVISION:

- (1) Faculty Programming Assistants report to their Faculty Head Soph.
- (2) In addition to their Head Soph, it is expected that the Faculty Program Assistant takes direction from the Vice-President, Orientation and Programming, the Orientation Working Group, USC Staff, and Western Orientation Staff when required.