

Job title: Charity Head Soph

Faculty/unit: Student Experience

Department: Careers & Experience

Employee group: Student

Start date: November 3rd 2025

End date: April 30th 2027

Hours per week: 10 hours per week during the summer with the exception of Leadership Team Training, Soph Training, and OWeek (35 hours per week), 5 hours per week between September 8 2025,-April 30 2026 during the academic year.

Summer honorarium to be provided for additional training responsibilities (currently under budgetary review).

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. Head Sophs and Programming 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.

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

The mandate of the Student Experience portfolio is to encourage student engagement, support student success, and to enhance overall student life at Western. Student Experience encompasses various departments across three pillars: Wellness & Wellbeing, Sport & Recreation, and Leadership & Learning. Careers & Experience is part of the Leadership & Learning pillar, along with Academic Support & Engagement and Transition, Leadership & Enrichment. The Student Experience portfolio operates together to create an environment where students can thrive and succeed. Student Experience also collaborates closely with the University Students' Council, Society of Graduate Students, and other departments across campus.

The vision of Careers & Experience is for all Western graduates to have the skills and confidence to thoughtfully engage in communities and build a meaningful life and career.

Role Overview

The Charity Head Soph is responsible for recruiting, selecting, and supporting the Charity Soph Team. They are also accountable for executing Charity Programming during Orientation Week, including the Care Hubs and other community events such as the Soph team Charity Challenges. The Charity Head Soph will also support the Community Engagement Coordinator in the planning and delivery of Orientation Serves. The Charity Head Soph will work closely with the Community Engagement Coordinator, Charity Programming Assistants, Charity Soph Team, and Orientation Staff to successfully fulfill their role. The Charity Head Soph will facilitate the change management process for the Charity Soph program through strategic consultation, team support, and exemplary role modeling. Responsibilities include overseeing the development and implementation of a rebranding initiative to align the program with orientation goals. Additionally, the role involves creating and promoting year-long opportunities to advance initiatives on campus.

Duties & Responsibilities

- Provide robust learning experiences and leadership development opportunities for members of the Charity Soph team through the planning and execution of regular team meetings and team development opportunities.
- Provide robust support for new to Western students by coordinating programming through their Soph team and the Care Hubs during Orientation Week.
- Establish and maintain a positive rapport with the Community Engagement Coordinator, the University Students' Council Orientation Staff and full-time staff members, Residence and Off-Campus Orientation Staff, other Head Sophs, the Careers & Experience team, and other Orientation Programs.
- Select and support members of the Charity Orientation Soph Team before, during, and after Orientation Week.
- Represent Student Experience, Western and the London community as a positive role model and active member of these communities.

Primary Responsibilities

Supervision and Team Management

- In collaboration with Student Experience, select and oversee members of their Soph team in accordance with the application, guidelines and selection policies and procedures.
- Adhere to any Student Experience and Western policies and decisions related to their Soph team's activities.
- Facilitate a welcoming and inclusive environment amongst their Soph team through team bonding and planning.
- Chair monthly Soph team meetings in collaboration with Programming Assistants.

- In collaboration with Programming Assistants, ensure members of their Soph team meet their role expectations by having 1-1 feedback and coaching conversations with them throughout the summer.

Orientation Week, Programming & Budgeting

- Help to execute an Orientation Week that facilitates a positive transition for all incoming students to Western University and provides students with the support they need to be successful during their undergraduate term.
- Enhance the Western community by promoting a sense of involvement and belonging among incoming students to campus.
- Enhance the Soph experience by acting as a role model to develop the leadership skills of members of their Soph team.
- Construct a shared vision for the Soph team alongside Programming Assistants, including, but not limited to, the assignment of portfolios, Soph partners, and team-building initiatives.
- Liaise with the Experiential Learning Coordinator, Co-Curricular Programs (Careers & Experience) to develop programming within Care Hubs during Orientation Week.
- Liaise with the Community Engagement Coordinator to collaborate and support Orientation Serves.
- Organize, design, and procure Soph team uniforms and new student merchandise in accordance with Student Experience guidelines.
- Participate in Orientation Week 2025 as a student leader and be responsible for executing their constituency's planned events.

Communication

- Maintain consistent communication with their Soph team, Charity Programming Assistants, the Community Engagement Coordinator, and the Experiential Learning Coordinator, Co-Curricular Programs throughout their term.
- Liaise with other Faculty, Residence, and Affiliate Head Sophs to collaborate on various Orientation-related projects throughout their term.
- Work with members of Western administration and the Experiential Learning Coordinator, Co-Curricular Programs to execute Soph team recognition initiatives.
- Attend monthly leadership team meetings with the Experiential Learning Coordinator, Co-Curricular Programs and the Community Engagement Coordinator.

Student Support

- Understand and use available campus resources to support students in need through the coordination of Orientation Week Care Hubs.
- Adhere to all written and verbal protocols established by Western and the Orientation program.
- Act quickly and use good judgment when dealing with Orientation Week incidents, including emergencies.

Training

- Adhere to expectations listed in the Leadership Team 411 Guide and Reference Guide for emergency response.
- Attend or complete any mandatory Head Soph and Soph training sessions during their term as required by Student Experience. Important dates and documents to be provided.
- Mandatory Training Dates include: LST Training: Friday, August 21st - Thursday, August 27th

NWeek Training: Friday, August 28th - Thursday, September 3rd

Qualifications

- The Charity Head Soph must be in London for in-person Leadership and Soph training, as well as Residence move-in and Orientation Week 2026, starting mid-August (date to be determined).
- The Charity Head Soph must be dutifully enrolled as an undergraduate student registered at Western University for the 2026/27 academic year.
- The Charity Head Soph must attain a 65% academic average in their course marks in the school year ending in April 2025. Summer and intersession courses do not count towards the calculation of this average.
- The Charity Head Soph must complete all mandatory training components before assuming their duties. If unable to complete component(s) of training, the Charity Head Soph may not be eligible to assume their role.
- The Charity Head Soph should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among other identities, and demonstrate a willingness to create fair and accessible environments for Sophs and incoming students.
- The Charity Head Soph will act as project manager for all Charity soph team initiatives and play a key support role with Care Hubs on campus during Orientation Week. Strong organizational skills are paramount.
- The Charity Head Soph should have effective group facilitation and team building skills.
- The nature of the role requires the Charity Head Soph to be flexible and able to critically assess problems that may arise. Problem-solving skills are very important to overall success in the role.

Supervision

- The Charity Head Soph reports to the Experiential Learning Coordinator, Co-Curricular Programs (Careers & Experience).
- Additionally, the Charity Head Soph is expected to take direction from other senior collaborators in the Orientation Program.

