

Job title: Charity Programming Assistant (PA)

Faculty/unit: Student Experience

Department: Careers & Experience

Employee group: Student

Start date: November 3rd 2025

End date: April 30th 2027

Hours per week: 5 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.

Duties & Responsibilities

- A Charity Programming Assistant is responsible for assisting the Charity Head Soph and the Community Engagement Coordinator to provide a robust learning experience and leadership development opportunity for members of their Charity Soph team through the planning and execution of regular team meetings and team development opportunities.
- A Charity Programming Assistant works with the Charity Soph Team, the Charity Head Soph, the Community Engagement Coordinator, and the Experiential Learning Coordinator, Co-Curricular Programs (staff role in Student Experience) to provide ongoing support to the Orientation Week Care Hubs, Orientation Serves, and other community events such as the Soph team Charity Challenges.
- A Charity Programming Assistant represents Student Experience, Western and the London community as a positive role model and active community member.
- The Charity LST (Head Soph and PAs) 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

Primary Responsibilities

Supervision and Team Management

- In collaboration with Student Experience, assist the Charity Head Soph with the selection of 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.
- Assist the Charity Head Soph in creating a welcoming and inclusive environment amongst their Soph team through team bonding and planning.
- Attend and assist the Charity Head Soph in chairing monthly Soph team meetings.
- Collaborate with the Charity Head Soph to 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 execute an Orientation Week that facilitates a positive transition for all incoming students to Western University and provides students with support through programming (i.e., Care Hubs and Orientation Serves).

- Enhance the Western community by promoting a sense of involvement and belonging among the 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.
- Assist the Charity Head Soph in constructing a shared vision for the Soph team, including but not limited to, the assignment of portfolios, Soph partners, and team-building initiatives.
- Assist the Charity Head Soph in developing high-impact programming within the Care Hubs and during Orientation Serves.
- Assist the Charity Head Soph in organizing, designing, and procuring 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 the Charity Head Soph, Soph team, the Community Engagement Coordinator, and Experiential Learning Coordinator, Co-Curricular Programs 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 Charity Head Soph, the Community Engagement Coordinator, and the Experiential Learning Coordinator, Co-Curricular Programs.

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 judgement when dealing with campus incidents, including emergencies.
- Adhere to expectations listed in the Leadership Team 411 Guide and Reference Guide for emergency response.

Training

- 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

- A Charity Programming Assistant 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).
- A Charity Programming Assistant must be dutifully enrolled as an undergraduate student registered at Western University for the 2026/27 academic year.
- A Charity Programming Assistant 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 toward the calculation of this average.
- A Charity Programming Assistant is required to complete all components of mandatory training before assuming their duties. Those who are not able to complete component(s) of training may not be eligible to assume their role.
- A Charity Programming Assistant 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.
- A Charity 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.
- A Charity Programming Assistant should have effective group facilitation and team-building skills.
- The nature of the role requires Charity 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.

Supervision

- Charity Programming Assistants report to the Charity Head Soph with support from the Experiential Learning Coordinator, Co-Curricular Programs.
- Additionally, Charity Programming Assistants are expected to take direction from the Charity Head Soph, Community Engagement Coordinator and other senior collaborators in the Orientation Program.