



## Off-Campus Head Soph Position Description

**Position Title:** Off-Campus Head Soph

**Constituency:** Student Experience

**Department:** Transition, Leadership & Enrichment

**Category:** Student Volunteer

**Start date:** November 13, 2025

**End date:** May 1, 2027

**Hours per week:** An average of 5 hours per week during the academic year, increasing to 10-15 hours per week during recruitment season (late November to early February) and over the summer (May-August). Time commitments are higher during Leadership Team Training and Soph Training (approximately 35 hours per week), as well as during Orientation Week (may exceed 35 hours per week.)

*A summer honorarium will be provided for additional training responsibilities. The value of honorarium is currently under budgetary review but will be communicated once solidified.*

### About Orientation

The Orientation program is designed to holistically support the transition of incoming students as they embark on their undergraduate journeys at Western University. Beginning with Orientation Week, the Orientation program aims to foster connections and build a sense of belonging on campus, and in the greater London community. In collaboration with Western staff, faculty members, and over 900 Sophs, the Orientation program works to facilitate a smooth academic and social transition into, and throughout, our incoming students' first year at Western. Through these efforts, incoming students will become acquainted with all aspects of campus life, including learning, development, enrichment and support resources on campus.

### About Us

The Department of Transition, Leadership & Enrichment facilitates successful transitions for undergraduate and graduate students, supports retention efforts, and offers programs & resources to inform academic planning, leadership and personal development and connects students to their unique talents. We prioritize the enhancement of leadership skills and foster a culture of growth and empowerment among our students.



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### Scope of Position

The **Off-Campus Head Soph** is an upper-year student leader who plays a pivotal role in fostering a positive academic and social transition for incoming students living off-campus. Building upon the foundational responsibilities of a Soph, the Head Soph provides mentorship and leadership to their Soph team, ensuring a supportive and inclusive environment throughout Orientation Week and the academic year.

In addition to supporting first-year students, the Off-Campus Head Soph is responsible for the development and coordination of their Soph team. This includes facilitating regular team meetings, organizing leadership development opportunities, and promoting team cohesion. The Head Soph acts as a role model and advocate, observing team dynamics, identifying needs, and connecting individuals with appropriate resources and supports.

The Off-Campus Head Soph serves as a liaison between multiple campus stakeholders, including Orientation, Student Experience, the University Students' Council, and Housing. Through this collaborative role, the Head Soph ensures alignment between Off-Campus programming and broader university initiatives, contributing to a safe, inclusive, and engaging campus experience.

*It is important to acknowledge that the nature of the role of a Soph may include situations where students or Sophs disclose challenges, experience vicarious trauma, or exhibit high-risk 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. Sophs will be required to complete mandatory training in these high-risk areas to be able to provide an appropriate response and support to those in need.*

### Soph Competencies

Competencies are a combination of demonstrable knowledge and skills that are necessary to successfully perform in a role.

Soph competencies include the following:

### Collaboration and Teamwork:



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The ability to work effectively with others toward a shared goal, fostering a supportive and inclusive environment. This involves active listening, sharing responsibilities, valuing diverse perspectives, and promoting mutual respect to achieve group objectives.

### Leadership Development:

The capacity to inspire, guide, and support others in reaching their goals, while continuously reflecting on and improving one's leadership skills. This includes:

- **Time Management:** Demonstrating the ability to prioritize tasks effectively, meet deadlines, and support mentees in developing their organizational skills.
- **Communication and Professionalism:** Maintaining clear, respectful, and professional communication with mentees, colleagues, and supervisors, while setting a positive example in behavior and interactions.
- **Conflict Resolution and Mediation:** Navigating and resolving disagreements with fairness and empathy, facilitating productive dialogue, and fostering a positive and respectful environment.

### Critical Thinking:

The ability to evaluate information, consider multiple perspectives, and make informed decisions in complex situations. This includes:

- **Problem Solving:** Identifying challenges, generating solutions, and implementing effective strategies.
- **Accountability:** Taking responsibility for actions, decisions, and their outcomes while holding oneself to high standards of performance and integrity.
- **Confidentiality and Ethical Judgement:** Maintaining discretion in handling sensitive information and making decisions guided by ethical principles and professional standards.

### Flexibility and Adaptability:



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The capacity to remain open to change, adjust to new situations, and navigate uncertainty with resilience and creativity. This includes being responsive to the evolving needs of mentees and adapting strategies to achieve positive outcomes.

### **Equity, Diversity, Inclusion, Decolonization, and Accessibility:**

A commitment to creating inclusive, equitable, and accessible environments where all individuals feel valued and respected. This involves understanding systemic barriers, advocating for underrepresented communities, and applying anti-oppressive and decolonial practices in mentorship. It also includes actively promoting accessibility and fostering a culture of belonging for individuals with diverse backgrounds and experiences.

## **Head Soph Responsibilities**

### Primary Responsibilities

- Provides a robust learning experience and leadership development opportunity for members of their Soph team through the planning and execution of regular team meetings and team development opportunities.
- Works with the Soph Team, the Society of Off Campus Students (SOCS), and the Coordinator, Student Experience & Engagement to provide ongoing transitional support to new to Western students living off campus with social activities and academic support throughout the school year.
- Represents Student Experience, Western and the London community as a positive role model and active member of the community.
- Acts as an observer of their community's needs and connects resources or advocates on behalf of that community when necessary.

### Supervision and Team Management

- In collaboration with Student Experience, assist with the selection of members of their Soph team in accordance with application, guidelines and selection policies and procedures.
- Adhere to any Student Experience and Western policies and decisions that relate to their Soph team's activities.



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- Create a welcoming and inclusive environment amongst their Soph team through team bonding and planning at least 1 team time per term.
- Attend and chair monthly Soph team meetings.

### Orientation Week and Yearlong Expectations

- Help execute an Orientation Week that facilitates a positive transition for all incoming students to Western University and provides students with the academic support they may need to be successful during their undergraduate term.
- Enhance the Western community by promoting a sense of involvement and belonging among the incoming students on campus.
- Enhance the Soph experience by acting as a role model to develop the leadership skills of members of their Soph team.
- Work with Off-Campus Programming Assistants to construct a shared vision for the Soph team, including but not limited to, the assignment of portfolios, Soph partners, and team building initiatives.
- Develop high-impact programming during Orientation Week.
- Develop and submit detailed program proposals and budget proposals for all orientation-related initiatives and respond to feedback appropriately.
- Facilitate the budget planning process in collaboration with the Coordinator, Student Engagement & Experience for all Orientation-related initiatives for review.
- Organize, design, and procure soph team uniforms and new student merchandise in accordance with Student Experience guidelines.
- Participate in Orientation Week 2026 as a student leader and be responsible for executing their constituency's planned events.
- Encourage and support members of the Society of Off Campus Students (SOCS) with their involvement within the society and on campus
- Understand and use resources available for the support and assistance of students in need
- Adhere to all written and verbal protocols established by Western and the Orientation program.
- Facilitate a welcoming and safe space within the Off Campus Resource Centre and ensure all attendees are adhering to the rules.
- Act quickly and use good judgement when dealing with incidents, including emergencies
- Adhere to expectations listed in the Leadership Team 411 Guide for emergency response



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### Communication

- Maintain consistent communication with the Off-Campus Programming Assistants, Soph team, and the Coordinator, Student Experience & Engagement throughout their term.
- Work with members of Western administration, and the Coordinator, Student Experience & Engagement to execute Soph team recognition initiatives during Orientation Week and throughout the year.
- Attend monthly leadership team meetings with the Off Campus Programming Assistants and the Coordinator, Student Experience & Engagement.

### Training

- Attend or complete any training sessions during their term as required by Student Experience or Central Orientation.
- Required to attend various mandatory Leadership Team and Soph training sessions throughout their term as required. Important dates documents will be provided.

### **Education and Qualification Requirements**

- The Off-Campus Head Soph must be in London for mandatory, in-person, Soph Training for the complete duration of Friday, August 21, 2026 to Saturday, September 12, 2026 for LST training, N Week training, Residence move-ins, and Orientation Week 2026.
- The Off-Campus Head Soph must be dutifully enrolled as an undergraduate student registered at Western University for the 2026/27 academic year.
- Off-Campus Head Soph eligibility requirements include:
  - All Orientation Leaders must attain a 65% academic average in their course marks in the school year ending in April 2026. Summer courses do not count towards the calculation of this average
  - All Orientation Leaders must be enrolled as a full-time, Main Campus, undergraduate student upon submitting their application and must be returning as a full-time, Main Campus, undergraduate student for the complete 2026-27 fall and winter academic terms.
  - Students participating in an exchange program or an internship during the fall and/or winter 2026-2027 semesters will not be eligible to participate in the Orientation Program.
  - Students must be in good standing with the University and have no record of active sanctions under the Student Code of Conduct, Residence Contract, or Orientation Behaviour Management Policy.



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- Students intending to apply for HBA1 will not be eligible to participate as an LST in the Orientation Program.
- The Off-Campus Head Soph is required to complete all components of mandatory training before assuming their duties, and throughout the academic year. Those who are not able to complete component(s) of training may not be eligible to assume their role.
- The Off-Campus Head Soph should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and demonstrate a willingness to create fair and accessible environments.
- The Off-Campus Head Soph should have effective group facilitation and team building skills.
- The Off-Campus Head Soph must 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 Off-Campus Head Soph reports directly to the Coordinator, Student Experience and Engagement, and indirectly to the Orientation Staff team.
- Additionally, the Off-Campus Head Soph is expected to take direction from other members of the Student Experience Team, as well as senior collaborators in the Orientation Program.