



## Off-Campus Programming Assistant Description

**Position Title:** Off-Campus Programming Assistant

**Constituency:** Student Experience

**Department:** Transition, Leadership & Enrichment

**Category:** Student Volunteer

**Start date:** November 19, 2026

**End date:** May 1, 2028

**Hours per week:** An average of 5 hours per week during the academic year, increasing to 10-15 hours per week during recruitment season (early December 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

An **Off-Campus Programming Assistant** 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, a Programming Assistant focuses on the development and execution of meaningful programming that fosters community, leadership, and personal growth.

In addition to supporting first-year students, an Off-Campus Programming Assistant works closely with their Head Soph and Student Experience to plan and facilitate regular team meetings, leadership development opportunities, and community-building initiatives. They promote team cohesion and engagement by creating inclusive and intentional programming that reflects the diverse needs of the Off-Campus community.

*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:**

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.



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### 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:

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:



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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.

### Programming Assistant Responsibilities

#### Primary Responsibilities

- An Off Campus Programming Assistant is responsible for assisting the Head Soph to provide 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 their Head Soph, 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 the Off-Campus Head Soph 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.
- Assist the Off-Campus Head Soph in creating a welcoming and inclusive environment amongst their Soph team through team bonding and planning at least 1 team time per term.
- Attend and assist the Off-Campus Head Soph in chairing monthly Soph team meetings.

#### Orientation Week and Yearlong Expectations



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- 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.
- Assist the Off-Campus 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 Off-Campus Head Soph to develop high-impact programming during Orientation Week.
- Assist the Off-Campus Head Soph to develop and submit detailed program proposals and budget proposals for all orientation-related initiatives and respond to feedback appropriately.
- Assist the Off-Campus Head Soph to facilitate the budget planning process in collaboration with the Coordinator, Student Engagement & Experience for all Orientation-related initiatives for review.
- Assist the Off-Campus Head Soph to organize, design, and procure soph team uniforms and new student merchandise in accordance with Student Experience guidelines.
- Participate in Orientation Week 2027 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

### Communication



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- Maintain consistent communication with the Off-Campus Head Soph, 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 Head Soph 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**

- An Off-Campus Programming Assistant must be in London for mandatory, in-person Soph training from August 21st-26<sup>th</sup> (MWeek) and August 28th-September 2<sup>nd</sup> (NWeek), Residence move-ins from September 4th-5th, And Orientation Week from September 6th-11<sup>th</sup>.
- An Off-Campus Programming Assistant must be dutifully enrolled as an undergraduate student registered at Western University for the 2027/28 academic year.
- Off-Campus Programming Assistant eligibility requirements include:
  - All Orientation Leaders must attain a 65% academic average in their course marks in the school year ending in April 2027. 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 2027-28 fall and winter academic terms.
  - Students participating in an exchange program or an internship during the fall and/or winter 2027-2028 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.
- An Off-Campus Programming Assistant 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.
- An Off-Campus 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.
- An Off-Campus Programming Assistant should have effective group facilitation and team building skills.
- An Off-Campus Programming Assistant 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

- An Off-Campus Programming Assistant reports directly to the Coordinator, Student Experience and Engagement and indirectly to the Orientation Staff team.
- Additionally, an Off-Campus Programming Assistant is expected to take direction from the Off-Campus Head Soph, other members of the Student Experience Team, as well as senior collaborators in the Orientation Program.