Position Description
Residence Soph

The Division of Housing and Ancillary Services strives to provide its residents and student leaders with an environment where academic success and personal growth are promoted. The Residence Life Team, comprised of full-time professionals, part time Residence Staff, and volunteers, is committed to providing a supportive, inclusive community for students to live, learn, and flourish. As a team, we recognize the importance of providing a smooth transition into university and a healthy living and learning environment.

Student leaders strive to offer enriching programs, foster a sense of belonging, and act as role models to all building residents. Residence Sophs support students’ transition to University by developing Orientation initiatives that address the needs of the residence community and ensuring that residence policies are upheld.

Reports to: Residence Head Soph and Neighbourhood Programming Coordinator (PC)
Term: June 14, 2021 to May 1, 2022 (dates subject to change)
Type: Student Leadership Position

SCOPE OF POSITION:

- The Residence Soph position is open to all undergraduate students (new or returning applicants) registered at Western for the 2020-21 and 2021-22 academic years.
- Residence Sophs must live in off-campus in London during the 2021 Orientation Week.
- All Residence Sophs must be registered as full-time Western students and must have achieved a 65% average or higher in the 2020-21 academic year. Summer and intersession courses are not considered when calculating this average.
- Residence Sophs are required to demonstrate Housing’s Learning Priorities, with programs, initiatives, and interactions with students thoughtfully designed to foster learning in the following areas: Self-Awareness, Intellectual Engagement, and Citizenship.
- All Residence Sophs are required to complete all components of mandatory Residence Soph training before assuming their duties, and throughout the academic year. Individuals who are not able to complete component(s) of training may not be eligible to assume their roles.
- Residence Soph roles may include situations where Sophs will be approached by students who have experienced challenges or exhibit high-risk behaviours such as thoughts of suicide, sexual assaults, domestic violence, mental health concerns, and self-harm. Residence Sophs are responsible for listening and providing resources to students; they do not provide counselling. To this end, all Residence Sophs are trained in these high-risk areas in order to provide an appropriate response and support to students. All Residence Sophs will be trained and certified in safeTALK Suicide Prevention during the Learning and Development Conference in August. Residence Sophs must attend and participate in all training in these areas.
- Residence Sophs will self-regulate their involvement in their community, but hours should range from 2-15 biweekly.
COMPETENCIES:

- Collaboration and Teamwork
- Communication and Interpersonal Relationships
- Conflict Resolution and Mediation
- Critical Thinking and Problem Solving
- Flexibility and Adaptability
- Leadership and Self-Efficacy

RESPONSIBILITIES:

1. Assist in the development of a residence community by promoting student involvement, creating the opportunity for capacity building, and supporting student transition into university life.
2. Maintain open communication and collaboration with staff and student leaders.
3. Manage administrative and other duties as assigned.
4. Act as a role model of respect for self, others, and the community.
1. Assist in the development of a residence community by promoting student involvement, creating the opportunity for capacity building, and supporting student transition into university life.

- Participate in Orientation Week 2021 by assisting in the planning of, supporting, and attending constituency, neighbourhood, and campus-wide events
- Help residents adjust to roommates, suitemates, and floor mates
- Encourage and support residents with their involvement within residence and on campus
- Understand and use resources available for the support and assistance of residents in need
- Work collaboratively with other student leaders in the community
- Understand the role of the Academic & Leadership Programmer (ALP), and encourage residents to access their services
- Establish, develop, and maintain an open relationship with each member of your community, regularly interacting with each member
- Attend all Floor Meetings and provide support to the Residence Don in facilitating these meetings as needed. Meetings run weekly from September to October, and biweekly from October to April.
- Serve as a resource and/or provide information about programs and opportunities available on campus
- Inform residents of procedures
- Alert the Head Soph and/or Programming Coordinator regarding student issues or needs
- Assist residents proactively with their personal and group concerns within your limits of training and capability
- Use problem solving skills to approach difficult situations
- Demonstrate positive attitudes and behaviours
- Work cooperatively with residents to maintain the rights of all residents
- Be available on a regular basis to residents in your community
- Facilitate and participate in Residence-Based Day activities with other student leaders during Orientation Week
- Encourage involvement of the floor in planning programs/events/initiatives and in becoming involved in leadership opportunities
2. Maintain open communication and collaboration with staff and student leaders.

- Maintain consistent communication throughout the year with respective floor pairings (i.e., Residence Don, Residence Soph, ALP)
- Support programs conducted by fellow student leaders, including assisting, promoting, and/or attending these programs
- Support and cooperate with Residents’ Council by attending at least one Council event per month
- Support custodial and maintenance staff, and communicate their role to residents
- Communicate regularly with the Head Soph and Programming Assistant(s) about happenings in your community
- Communicate positively and directly with residents, Residence Staff, and Residents’ Council, and encourage the same from others
- Support safety and security policies and programs
- Report directly to the Residence Head Soph and Neighbourhood Programming Coordinator.

Residence Sophs are expected to take direction from the Residents’ Council President, the Housing Department, the Residence Orientation Coordinator, the Residence Life Coordinator, and the Associate Director, Residence Engagement.

3. Manage administrative duties as assigned.

- Attend all Soph Meetings
- Check Western email daily and respond to student inquiries within 48 hours
- Participate in feedback conversations with Leadership Team members as required
- Promote Housing and Ancillary Services surveys consistently and enthusiastically
- Attend mandatory ongoing learning and development sessions, including, but not limited to, the Leadership & Development Conference, Orientation Training, and January Professional Development
- Sign and adhere to the Orientation Volunteer Contract, the Residence Soph Contract, and any additional contracts as required by Housing
- Act as an Event Monitor for one building-wide event during the year (i.e., semi-formal or formal)
- Maintain confidentiality about volunteer-related issues
- Maintain objectivity in all situations
4. Act as a role model of respect for self, others, and the community.

- Demonstrate academic efforts as a priority of Residence Life
- Refrain from behaviour that would undermine your position of leadership
- Demonstrate responsibility for individual and group actions and interpret the effect decisions and actions may have on others
- Respect the dignity and diversity of each resident and promote the same from others
- Abide by community standards established by community members
- Create an inclusive atmosphere and promote a sense of belonging to the floor and campus community for each resident
- Value differences in gender identity, culture, sexual identity, religion, spirituality, and race, amongst others
- Adhere to any Western and/or Housing policies and decisions that relate to Residence Soph team activities
- Adhere to the Soph self-care standards as outlined by the Orientation Operations Committee
- Residence Sophs must be cognizant that they will remain a role model for many students beyond the term of their position