



Job Title: Residence & Brescia Head Soph

Faculty/Unit: Housing and Ancillary Services

Department: Office of Residence Education and Programs (OREP)

Employee Group: Student

Start date: January 2024

End date: April 30, 2025

Hours per week: 10-15 hours per week with the exception of Leadership Team Training, Soph Training and OWeek (35 hours per week)

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

*This position is a live-off role, supporting students who live in residence through leading the Soph team

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 Office of Residence Education & Programs (OREP) provides a myriad of academic, social and leadership programs that help students transition to university life, build connections with others, and develop life skills outside the classroom. We take pride in the Western student experience and encourage student engagement within the residence and campus community. Our work is guided by the division of housing and ancillary services mission to create a supportive, inclusive community for students to live, learn



Residence Head Soph:
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and flourish. OREP shares in the vision that residence is foundational to the Western student experience.

Duties & responsibilities

- A Residence/Brescia Head Soph is responsible for providing a robust learning experience and leadership development opportunity for members of their Soph team and new to Western students through the planning and execution of regular team meetings and team development opportunities.
- A Residence/Brescia Head Soph is responsible for providing a robust academic and social transition for new students living in residence by supporting their Soph team, residence staff, liaising with the Residence Life Management Team during Orientation Week and throughout the academic year.
- A Residence/Brescia Head Soph represents housing, Western and the London community as a positive role model and active member of the community.
- A Residence/Brescia Head Soph acts as an observer of their team's needs, connects resources or advocates on behalf of their team when necessary, and fosters leadership growth within their team.

Primary Responsibilities

Supervision and Team Management

- In collaboration with the Residence Life Management Team, assist with the selection process and oversee members of their residence Soph team in accordance with application guidelines and selection policies and procedures.
- Adhere to any Housing and Western policies and decisions that relate to their Soph team's activities.
- Facilitate a welcoming and inclusive environment amongst their Soph team through planning regular team bonding activities
- Facilitate bi-weekly Soph team meetings in collaboration with Programming Assistants, Programming Coordinator, and Residence Orientation Coordinator



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- In collaboration with Programming Assistant(s), ensure members of their Soph team are meeting their role expectations by having 1-1 feedback and coaching conversations with them biweekly and are tracking conversations appropriately.
- Facilitate 1-1 feedback and coaching conversations with Programming Assistants biweekly
- Complete expectations listed in the Residence Field Guide, designed to advance Housing's Residence Curriculum and ensure soph team is meeting this expectation

Orientation Week, Programming & Budgeting

- Residence/Brescia Head Soph will 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.
- Residence/Brescia Head Sophs will also enhance the Western community by promoting a sense of involvement and belonging among the incoming students in their residence.
- Residence/Brescia Head Sophs will enhance the orientation leader 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, floor placements, and team building initiatives
- Liaise with the Residence Orientation Coordinator, Programming Coordinator(s), and Associate Director, Residence Engagement to 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.



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- Facilitate the budget planning process in collaboration with the Office of Residence Education and programs for all orientation-related initiatives.
- Liaise with the Community Engagement Coordinator to collaborate and support projects related to philanthropic campaigns.
- Organize and design Soph team uniforms and new student merchandise in accordance with Residence Life Management Team guidelines.
- Participate in Orientation Week 2024 as a student leader and be responsible for executing their constituency's planned events.
- Facilitate and participate in Residence-Based Day activities with other student leaders during Orientation Week
- A Residence/Brescia Head Soph must act as an Event Monitor for one building-wide event (i.e. Semi-Formal or Formal).
- Plan and facilitate a minimum of two (2) Soph team initiatives in Residence each academic semester

Communication

- Maintain consistent communication with their respective Soph teams, Residence Life Coordinator(s), Programming Coordinator, Residence Orientation Coordinator, and the Associate Director, Residence Engagement throughout their term.
- Liaise with other faculty, residence, off campus, and affiliate Head Sophs to collaborate on various orientation-related projects throughout their term.
- Work with the other residences and faculties, members of Western administration, and the Residence Life Management Team stakeholders to execute Soph team recognition initiatives during Orientation Week and throughout the year.



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- Attend bi-weekly Residence/Brescia Head Soph team meetings hosted by the Associate Director, Residence Engagement
- Attend biweekly leadership team meetings and 1-1s with Programming Coordinator during their term as required.
- Attend biweekly Residence Staff meetings to inform of any Soph team initiatives and learn of any Staff initiatives
- Attend monthly building cabinet meetings with Residence Life Coordinator, Residents' Council President, and Residence Education Advisor
- Attend weekly Residents' Council meetings as a non-voting member
- A Residence/Brescia Head Soph must maintain consistent communication throughout the year with key stakeholders of their building(s) which can include the Residence Dons, other Residence Sophs, Residence Life Coordinators, and/or Residence Education Advisors.

Student and Soph Support

- Establish, develop, and maintain an open relationship with each member of your Soph team.
- Residence/Brescia Head Sophs may directly support a residence community after Orientation Week should it not hinder their ability to complete other role expectations
- Understand and use resources available for the support and assistance of residents and Sophs in need
- Ensure that residence policies are upheld and respond to policy violations and emergencies as they arise reporting to the Residence Staff.
- Adhere to all written and verbal protocols established by the Division of Housing and Ancillary Services and Orientation program.



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- Work cooperatively with other Housing Staff including Residence Life Coordinators, Residence Staff, Front Desk Staff, Guest Registration, Facilities Management, Leader-On-Call, Campus Safety and Emergency Services, etc.
- Act quickly and use good judgement when dealing with residence incidents, including emergencies
- Adhere to expectations listed in the Leadership Team 411 Guide, and Reference Guide for emergency response

Training

- Attend any training sessions during their term as required by the Residence Life Management Team.
- Residence/Brescia Head Sophs will be required to attend various mandatory Head Soph and Soph training sessions throughout their term as required. Important dates document will be provided.

Residence Move-In

- Support residence move-in: September 2-4 2024
- Coordinate move-in day Soph team schedule in collaboration with Move-in Day Coordinator and Residence Life Coordinator(s)

Qualifications:

- A Residence/Brescia Head Soph must be in London to participate in Leadership Team Training, Soph Training, residence move-in and Orientation Week 2024.
- A Residence/Brescia Head Soph must be dutifully enrolled as an undergraduate student registered at Western university for the 2024/25 academic year.



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- A Residence/Brescia Head Soph must attain a 65% academic average in their course marks in the school year ending in April 2024.
 - Summer and Intersession courses do not count towards the calculation of this average.
- A Residence/Brescia 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.
- A Residence/Brescia 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.
- A Residence/Brescia Head Soph will act as project manager for all Soph team initiatives. Strong organizational skills are paramount.
- The Residence/Brescia Head Soph should have effective group facilitation, mediation and team building skills.
- The nature of the role requires a Residence/Brescia Head Soph to be flexible and to be able to critically assess problems that may arise. Problem solving and critical thinking skills are very important to overall success in the role.
- The Residence/Brescia Head Soph should have some financial literacy skills and experience with creating and managing budgets.

Supervision:

- Residence/Brescia Head Sophs report directly to the respective neighbourhood Programming Coordinator/Team Lead (Student Engagement & Development) and reporting indirectly to the Residence Orientation Coordinator.
- The Associate Director, Residence Engagement and Residence Life Coordinator (s) acts as an indirect supervisor.
- The Residence/Brescia Head Soph is expected to take direction from members in the Residence Life Management Team.