



**Job Title: Residence & Brescia Programming Assistant**

**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

*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 and flourish. OREP shares in the vision that residence is foundational to the Western student experience.



***Residence Head Soph:***  
**POSITION DESCRIPTION**



**Duties & Responsibilities**

- A Residence/Brescia Programming Assistant 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 Programming Assistant 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 Programming Assistant represents housing, Western and the London community as a positive role model and active member of the community.
- A Residence/Brescia Programming Assistant acts as an observer of their community's needs and connects resources or advocates on behalf of that community when necessary.

**Primary Responsibilities**

**Supervision and Team Management**

- In collaboration with the Residence Life Management Team, assist with the selection of Sophs 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.
- Assist the Residence/Brescia Head Soph in creating a welcoming and inclusive environment amongst their Soph team through team bonding
- Attend and assist the Residence/Brescia Head Soph to chair biweekly Soph team meetings.
- Collaborate with the Residence/Brescia Head Soph to ensure members of their Soph team are meeting their role expectations by having 1-1 feedback and



***Residence Head Soph:***  
**POSITION DESCRIPTION**



coaching conversations with them biweekly and tracking conversations appropriately.

- 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**

- 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 Residence/Brescia 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 Residence/Brescia Head Soph 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.
- Assist the Residence/Brescia Head Soph to facilitate the budget planning process in collaboration with the Associate Director, Residence Engagement for all Orientation-related initiatives for review.
- Assist the Residence/Brescia Head Soph to organize and design Soph team uniforms and new student merchandise in accordance with Housing guidelines.



***Residence Head Soph:***  
**POSITION DESCRIPTION**



- 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 Programming Assistant must act as an Event Monitor for one building-wide event (i.e. Semi-Formal or Formal).
- A Residence/Brescia Programming Assistant should attend and co-facilitate all floor meetings throughout the year, weekly meetings September 2024-October 2024, biweekly meetings October 2024-April 2025.
- A Residence/Brescia Programming Assistant will complete all expectations listed in the Residence Soph Field Guide.

**Communication**

- Maintain consistent communication with the Residence/Brescia Head Soph, Soph team, Residence Orientation Coordinator, Programming Coordinator(s) and Associate Director, Residence Engagement 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.
- Attend biweekly leadership team meetings with the Residence/Brescia Head Soph and the Programming Coordinator(s).
- A Residence/Brescia Programming Assistant must maintain consistent communication throughout the year with their respective floor pairings which can include the Residence Dons, other Residence Sophs, and/or Residence Education Advisors.

**Student Support**



***Residence Head Soph:***  
**POSITION DESCRIPTION**



- Establish, develop, and maintain an open relationship with each member of your community, regularly interacting with each member on your floor
- 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
- 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.
- 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.
- Programming Assistants will be required to attend various mandatory LST and Soph training sessions throughout their term as required. Important dates document will be provided.

**Qualifications:**



***Residence Head Soph:***  
**POSITION DESCRIPTION**



- A Residence/Brescia Programming Assistant must be in London for in-person Leadership Team and Soph training prior to the start of Orientation Week. They must also be present during Orientation Week 2024.
- A Residence/Brescia Programming Assistant must be dutifully enrolled as an undergraduate student registered at Western University for the 2024/25 academic year.
- A Residence/Brescia Programming Assistant 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 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.
- A Residence/Brescia 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.
- A Residence/Brescia 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 Residence/Brescia Programming Assistant should have effective group facilitation and team building skills.
- The nature of the role requires Residence/Brescia Programming Assistant(s) 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:**

- Residence/Brescia Programming Assistants report directly to the respective neighbourhood Programming Coordinator/Team Lead (Student Engagement & Development) and reporting indirectly to the Residence Orientation Coordinator.



University Students' Council and *The University of Western Ontario*  
***Residence Head Soph:***  
**POSITION DESCRIPTION**



- The Associate Director, Residence Engagement and Residence Life Coordinator (s) acts as an indirect supervisor.
- The Residence/Brescia Programming Assistant is expected to take direction from members in the Residence Life Management Team.