



University Students' Council and *The University of Western Ontario*
BUCSC and Brescia University College
Brescia University College Programming Assistant:
POSITION DESCRIPTION



EFFECTIVE:	December 2019	SUPERSEDES:	November 2018
AUTHORITY:	Orientation Operations Committee (OPs)	RATIFIED BY:	Orientation Operations Committee (OPs)

1.00 POSITION TITLE: BRESCIA PROGRAMMING ASSISTANT

2.00 POSITION OVERVIEW:

- (1) The Brescia University College Programming Assistant is responsible for supporting the Head Soph and Soph Team by co-coordinating programming in consultation with the Brescia University College Students' Council (BUCSC), and Brescia's Student Life Centre (SLC) for new-to-Brescia students during Orientation Week.
- (2) The Programming Assistant works with their Soph Team, the BUCSC, and the Brescia Student Life Centre to provide ongoing transitional support to new Brescia students with social activities and academic support throughout the school year.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Assist the Head Soph and Coordinator, Student Life and Learning with the selection of members of the Soph Team in accordance with Orientation Operations Committee guidelines.
- (2) Adhere to any Orientation Operations Committee, Western, Brescia, and USC policies and decisions that relate to their Soph Team's activities.
- (3) Assist the Head Soph in constructing a shared vision for the Soph Team, including the assignment of individual portfolios, and team building initiatives.
- (4) Maintain consistent communication with the Head Soph, BUCSC, Coordinator, Student Life and Learning, and Orientation Staff throughout their term.
- (5) Assist the Head Soph in the creation of programming and budget proposals for Orientation Week events and Soph team activities.
- (6) Work with the BUCSC, Brescia's Student Life Centre, and the Orientation Operations Committee to facilitate Soph Team recognition throughout the academic year.



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- (7) Assist the Head Soph with the organization, design, and procurement of Soph Team and new student merchandise in accordance with Orientation Operations Committee and BUCSC guidelines.
- (8) Attend as a proxy (if the Head Soph is absent) monthly Leadership Team meetings.
- (9) Attend as a proxy (if the Head Soph is absent) Orientation Community of Practice meetings.
- (10) Attend any training sessions during their term as required by the Orientation Operations Committee and the Brescia Student Life Centre.
- (11) Sign and adhere to an Orientation Leader contract, a Brescia-specific Orientation contract, and any other contracts as required by the BUCSC, Brescia Student Life Centre, and Orientation Operations Committee.

4.00 QUALIFICATIONS:

- (1) A Brescia Programming Assistant must be an undergraduate Student registered at Brescia University College for the 2020/21 and 2021/22 school years.
- (2) A Programming Assistant must attain a 65% academic average in their course marks in the school year ending in April 2021.
 - i. Summer and intersession courses do not count towards the calculation of this average.
- (3) A 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.
- (4) A 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.
- (5) A Programming Assistant should have effective group facilitation and team building skills.
- (6) The nature of the role requires a Programming Assistant 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.



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5.00 TIME COMMITMENT:

- (1) A Programming Assistant's term shall begin in December 2020, upon selection for the position, and end on the last day of the 2020/21 academic year. A Programming Assistant must be mindful that they will remain a role model for many Students beyond the term of their position
- (2) During the first section of the term (*December – May*), a Programming Assistant will be required to work approximately 10 hours a week. Hours are flexible to fit around classes and other commitments. More hours may be required at peak times, while fewer may be required at times like the examination period. Typical responsibilities include:
 - i. Reading and marking Soph applications
 - ii. Conducting Soph interviews with the Head Soph and Brescia Student Life Centre
 - iii. Attending Orientation or Student Life Centre training sessions
 - iv. Organizing Soph Team cheers and merchandise for Spring Rally
 - v. Facilitating Soph team meetings and initial onboarding
 - vi. Beginning Brescia logistics/planning meetings.
 - vii. Other initiatives undertaken by the Soph Leadership Team (SLT = Head Soph + Programming Assistants).
- (3) During the summer (*May – September*), a Programming Assistant will likely be working 10-15 hours per week. It is strongly encouraged that the Programming Assistant be located in or near London for the summer. Most of this work will consist of:
 - i. Coordinating the Soph Team Retreat in June with the Head Soph.
 - ii. Working with the Head Soph and Brescia Student Life Centre to plan and lead all aspects of Brescia's Orientation Week.



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- iii. Attending regular and ongoing logistics/planning meetings between SLT, BUCSC, and SLC throughout the summer.
 - iv. Working with the Head Soph to initiate meetings and plan with Brescia stakeholders during regular business hours (Monday-Friday, 8:30am-4:30pm).
 - v. Attending regular and ongoing Soph Leadership Team (SLT) meetings, virtually, as members may be long distance.
 - a. If local and if the Head Soph cannot be present, expected to attend Brescia's Summer Orientation Days (SODs) in June & July to present to incoming Students and parents with the SLC.
- (4) Return to campus for Wednesday, August 25, 2021 at 8:30am to finalize all preparations for training week (begins Monday, August 30, 2021) and Orientation Week (begins Sunday, September 5, 2021).
- (5) Following Orientation Week (*September-April*), the Brescia Programming Assistant will provide programming mentorship and support to the Soph Program to ensure programming initiatives occur smoothly. The expected time commitment is 3-5 hours/week. Year-long responsibilities shall include:
- i. Responsible for overseeing three (3) programming Pillar Groups.
 - ii. Initiate 1-on-1 meetings with Sophs, as needed.
 - iii. Meet regularly throughout the year with the SLC and rest of the Soph Leadership Team to ensure the program is running smoothly, address issues as they arise, and plan monthly team training.
 - iv. Assisting the Head Soph to read and review monthly Soph log-sheets
 - v. Supporting the Head Soph to coordinate and facilitate Soph Office Hours
 - vi. With the SLC and Head Soph, coordinate consistent ongoing Soph Team meetings to allow for ongoing team training opportunities.



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6.00 TRAINING/SUPPORT:

- (1) Programming Assistants will be required to attend various mandatory Leadership Team and Soph training sessions throughout their term as required by the Orientation Operations Committee. This typically includes:
 - i. Several training sessions prior to the end of the academic year,
 - ii. Spring Soph Orientation in March,
 - iii. Leadership Team Retreat weekend in May
 - iv. Soph Retreat weekend in June
 - v. Brescia Soph team training in August,
 - vi. NWeek Soph Training
 - vii. January PD in 2021
- (2) Programming Assistants will also be required to attend any training sessions facilitated by the BUCSC or the Brescia Student Life Centre (SLC).

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, a Programming Assistant will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, conflict resolution, problem solving, and communication skills.
- (2) A Programming Assistant will learn how to develop effective program and event planning skills. Additionally, the Programming Assistant will strengthen their facilitation skills to enable peers' learning and personal development.
- (3) A Programming Assistant must demonstrate responsibility for their actions and learn how to interpret the effect their decisions and actions may have on others.

8.00 COMMUNITY IMPACT:

- (1) If successful, a Programming Assistant will help execute an Orientation Week that facilitates a positive introduction for all new students to Brescia University College. Through the Soph Program, a Programming Assistant also provides new Brescia



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students with the transition support they may need to be successful during their first year at Brescia.

- (2) Programming Assistants will also enhance the Brescia community by promoting a sense of belonging and acceptance among the new students.

9.00 SUPERVISION:

- (1) Brescia Programming Assistants report to the Brescia Head Soph and Brescia Student Life Centre.
- (2) In addition, the Brescia Programming Assistant is expected to take direction from the BUCSC President, and the Orientation Operations Committee.