



**Position Title: Residence Soph**

**Faculty/Unit:** Housing and Ancillary Services

**Department:** Office of Residence Education and Programs (OREP)

\*This position is a live-off role, supporting students who live in residence

*The nature of the role of a Residence 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. Residence Sophs are responsible for listening and providing resources to students; they do not provide counselling. Residence Sophs will be required to complete mandatory training in these high-risk areas in order to be able to provide an appropriate response and support to those in need.*

**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.

**Duties & Responsibilities**

- A Residence 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 Soph represents Housing, Western and the London community as a positive role model and active member of the community.



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



- A Residence Soph acts as an observer of their community's needs and connects resources or advocates on behalf of that community when necessary.

**Primary Responsibilities**

**Team Development**

- Adhere to any Housing and Western policies and decisions that relate to their Soph team's activities.
- Assist the Leadership Team in creating a welcoming and inclusive environment amongst their Soph team.
- Attend one on ones with Leadership Team biweekly.
- Attend bi-weekly Soph team meetings hosted by Leadership Team.
- Attend Stoph team meetings hosted by Residence Life Coordinator(s).

**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.
- Participate in Orientation Week 2023 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.



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



- A Residence Soph must act as an Event Monitor for one building-wide event (i.e. Semi-Formal or Formal).
- A Residence Soph should attend and co-facilitate all floor meetings throughout the year: weekly meetings September 2023-October 2023, biweekly meetings October 2023-April 2024.
- A Residence Soph will complete all expectations listed in the Residence Soph Field Guide.

### **Communication**

- Maintain consistent communication with the Residence Head Soph, Programming Assistant(s), Soph team, Residence Orientation Coordinator, Programming Coordinator(s) and Associate Director, Residence Engagement throughout their term.
- Work with members of Western administration, and the Programming Coordinator(s) to execute Soph team recognition initiatives during Orientation Week and throughout the year.
- A Residence Soph 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**

- 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.



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



- 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 Reference Guide for emergency response.

### **Training**

- Attend or complete any training sessions during their term as required by Housing, and the Orientation program. Required to attend various mandatory Soph training sessions throughout their term as required.

### **Qualifications:**

- A Residence Soph must be in London for in-person Soph training prior to the start of Orientation Week. They must also be present during Orientation Week 2023.
- A Residence Soph must be dutifully enrolled as an undergraduate student registered at Western University for the 2023/24 academic year.
- A Residence Soph must attain a 65% academic average in their course marks in the school year ending in April 2023.
  - Summer and intersession courses do not count towards the calculation of this average.
- A Residence 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 Soph should value differences in gender, culture, sexual identity, religious beliefs, spirituality, among others, and demonstrate a willingness to create fair and accessible environments.



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



- A Residence Soph should have effective group facilitation and team building skills.
- The nature of the role requires Residence Soph(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 Sophs report directly to the respective neighbourhood Programming Coordinator and Residence Orientation Coordinator.
- The Associate Director, Residence Engagement is an indirect supervisor.
- The Residence Soph is expected to take direction from members the Residence Life Management Team.