



Student Union Society of the University of the Fraser Valley

ORIENTATION HEAD SOPH JOB DESCRIPTION

Effective: June 1st 2019

Positions Available: 10

Term of Position: June 1st 2019- September 30th 2019

(June 1/19- June 30/19- 5/hrs a week)

(July 2/19- September 30/19- 5-10/hrs a week)

(September 3rd 15 hours)

(September 30th 2019- April 1st 2020)- 5 hours Monthly

***This is a Volunteer Position. A Certificate of Program Completion granted at the end of contracted period.**

Position Overview:

SUS's head Sophs' are responsible for leading their Soph team during Soph training, the weeks leading up to Orientation and Orientation week. The purpose of a Soph is to coordinate social and academic support, falling into a mentorship role for incoming new students. With the help from your Soph team, the Head Soph is responsible for creating an orientation plan with SUS's Orientation learning outcomes in mind; for their Soph groups.

Requirements:

- Must a registered current UFV student.
- In good academic standing of a G.P.A of 2.0.
- Excellent communication, interpersonal skills.
- Strong problem solving skills and ability to work well under pressure.
- Delegates effectively.
- Demonstrates engagement in planning initiatives.
- Sensitive to the cultural, racial, gender-identities, and social differences of incoming students.
- Effectively facilitates team building exercises, and team decision-making processes.
- Fosters an enthusiastic team culture that supports the development of its members and will be extra-ordinarily welcoming to incoming UFV students.

- Strong organizational skills are essential.
- Significant component of the role requires a Head Soph to be quick thinking and flexible and be able to assess' problems that may arise.

Core Responsibilities:

- Communicates effectively, holding Soph volunteers accountable for assigned tasks.
- Under the direction of the Orientation Coordinator, Head Sophs will act as project manager for all of their Soph teams.
- Head Sophs are responsible for facilitating their Soph leaders to be creative and productive while working alongside their team to produce a unique orientation experience for their incoming students.
- Liaise with the OCO to incorporate the Sophs teams programming into the Orientation Day timeline.
- Head Sophs are responsible for setting an example of team spirit, and inclusivity that their Sophs can model to their students.
- Aid in the training of the Soph team during training week.
- Work with the OCO to develop Orientation International student component.
- Head Sophs are responsible the execution of their Soph teams program during Orientation.
- Head Sophs are responsible for maintaining frequent communication with their Sophs.
- Work with the OCO on Volunteer scheduling.
- Work with the OCO and Event Manger to create Soph team names, and apparel.
- Following Orientation, Head Sophs work alongside their Soph team to create monthly events for their frosh groups to participate in. Following the learning Objectives from the Orientation strategic plan, these events should spark a willingness from new students to engage and learn through their community.

Learning Outcomes:

- Throughout their contract, Head Sophs will be able to strengthen their leadership skills, critical thinking, and time management skills.
- Head Sophs will have the opportunity to strengthen their knowledge in project management while fine tuning their communication skills.
- Head Sophs will have had the opportunity to facilitate a positive transition for new students while providing mentorship.
- A Head Soph will have strengthened the UFV community by promoting campus involvement and setting an example for the incoming student body.

Please include a detailed resume and a minimum of one (1) references.

Applications are due Friday May 17th @4:00pm

All applications must be submitted to events@ufvsus.ca

All shortlisted applicants will be contacted for an interview