

Program Resource Centre Advisor Job Ad 2018-2019



University
of Victoria

Residence Services

Residence Services is currently seeking a fun, creative, engaging individual for the position of Program Resource Centre Advisor.

Residence Services is a unit within the division of Student Affairs that provides accommodation, programming and education to the on-campus student community, in addition to providing a summer conferences operation for off-campus customers. Residence Life and Education, a department within Residence Services, aims to provide students with a safe and welcoming community where they are supported in their learning and personal development.

Reporting to the Coordinator - Student Development and Programming, the Program Resource Centre Advisor is a part time student leadership position integral to the design and implementation of education events and programs for 2300 residents. The PRCA works out of the Residence Program Resource Centre and is the primary programming advisor and support person to the live-in student staff in Residence Life and Education. The PRCA's are involved in supporting the overall Residence Life and Education program by designing, creating, promoting and updating programming resources for use by Residence Life and Education. The PRCA's are also involved in supporting programs and events run in the Residence Resource HUB spaces including the Academic Resource Centre and the Health and Wellness Centre. This position is expected to work approximately 15 hours a week at the PRC and/or at PRC related events each week which includes days, evenings, and weekends.

The Program Resource Centre Advisor is an eight month appointment that is not required to live in residence. The appointment is from August 2018 – April 2019.

Qualifications:

- Demonstrated ability to plan, organize and facilitate group activities, programs and events
- Proven organizational skills
- Demonstrated creativity and initiative
- Demonstrated advising / coaching / mentorship skills
- Good judgment and decision making skills
- Strong oral and written communication skills
- Strong interpersonal communication and problem solving skills
- Proven ability to work well independently and as part of a team
- Knowledge of a variety of technological presentation tools and equipment
- Understanding of student needs and transition issues
- Understanding of various dynamics of living in a communal residence setting
- Must be a registered student at the University of Victoria
- Experience planning events and programs
- Experience creating posters, flyers, etc using digital and manual tools and materials.

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Remuneration and Benefits:

The Programming Resource Centre Advisor position is represented by CUPE 4163.

Pay will be based on an hourly rate of \$12.59. Your salary for 380 hours of work will be paid over seventeen (17) pay periods.

Gross pay (pay before deductions) for the entire employment period will be: \$4457.00. This amount will be paid over 17 pay periods. In addition, the PRCA position will receive an additional 4% vacation pay (in lieu of paid vacation). Mandatory statutory deductions (Canada Pension Plan, Employment Insurance, Union dues and taxes) will be applied during each pay period.

APPLICATION INFORMATION:

For full job description, [click here](#).

Interested candidates should complete the online application form on the [StarRez Portal](#).

Application Deadline: January 22, 2018

Hiring Timeline:

	CL	RECL	PRCA	SCA	SCL
January 15	Recruitment & Information Session 8pm -9:30pm (Bob Wright A104)				
January 22	Applications & Intent to Return Due				
January 30	Carousel Invitations Released				
February 2-3	Carousel				
February 8	Interview Invitations Released				
February 19-20	CL Interviews				
February 23-23					
February 26 – February 28				SCL Interviews	
March 1-2	RECL Interviews				
March 14	Decisions Released				