



Summer Community Assistant Job Ad 2018

Residence Services is currently seeking fun, engaging, passionate, community minded individuals who are interested in personal growth and development for the position of Summer Community Assistant.

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 Residence Life Coordinator (RLC), the Summer Community Assistant (SCA) is a part time, live-in student leadership position integral to building community within residences. The SCA is the primary peer support for residents. They assist with resident's academic and social transition into university life and manage issues within the community to ensure safety, security and wellbeing of residents. This type of support may include serving as first point of contact during a critical incident and/or crisis situation. The CL and the Residence Life Coordinator work collaboratively to assist students in connecting to broader university supports for ongoing follow up.

Working on a team, the SCA is responsible for creating and promoting engagement opportunities that offer leadership development, and personal growth for residents. The SCA communicates and upholds residence community standards and connects residents to resources both on and off campus. The foundation of the SCA position is to develop a community support system that enhances the experience of living in residence during the summer.

The Summer Community Assistant is a four month appointment (starting April 26th, 2018 and ending the day after the last exam in August 2018, or, if applicable, the day before the start of the 2018-2019 student staff contract).

QUALIFICATIONS:

- Demonstrated creativity and initiative
- Flexible and able to adapt to change
- Good judgment and decision making skills
- Proven organizational skills
- Strong oral and written communication skills
- Demonstrated conflict mediation skills
- Ability to balance academic and work life.
- Strong interpersonal communication and problem solving skills
- Proven ability to work well independently and as part of a team
- Ability to plan, organize and facilitate group activities, programs and events
- Understanding of student needs and transition issues
- Understanding of various dynamics of living in a communal residence setting
- Preference will be given to candidates who are full-time students at the University of Victoria (during period of employment), maintaining a minimum cumulative grade point average (GPA) of 4.0 on a 9.0 scale.



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- Applicants who do not achieve this GPA may be accepted through an appeal process.
- Minimum one year experience in previous Residence Life and Education live-in staff position or comparable role, including experience planning, organizing and facilitating group activities, programs and events, and experience managing behavioral issues in a community environment
- Must be in good standing with Residence Services (including financial and current conduct record)

REMUNERATION AND BENEFITS:

The Summer Community Assistant position is represented by CUPE 4163.

Gross pay (pay before deductions) will be the equivalent of half of the full room and board rate (a single residence room with a standard meal plan) for the summer semester. In addition, the SCA 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. The SCA will also receive a "Student Staff Housing Rate" which is a reduced rate of approximately 15% on the residence unit. The SCA is required to pay any remaining outstanding residence fees.

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				