JOB OVERVIEW

UVic Residence Services is seeking to hire students interested in fostering supportive relationships and engaging in personal growth and development for the position of residence Community Leader (CL) in the 2022-2023 Academic Year. The foundation of this position is to develop a community support system that enhances the experience of living in residence.

Residence Services is a unit within the division of Student Affairs that provides accommodation, programming, support, and education to the on-campus student community as well as a summer conferences operation for off-campus customers. Residence Life & Education, the department within Residence Services for which CLs work, aims to support the learning and personal development of all residents within a safe and welcoming community.

The CL is a part-time live-in student leadership position integral to building community within UVic student residences. CLs are the primary peer support for residents and they work as a team to assist with residents’ academic and social transition to university life through facilitating programming and participating in a regular in-night rotation. This role involves managing issues within the community to support the security and wellbeing of residents including serving as the first point of contact during critical incident and/or crisis situations. CLs are trained accordingly to appropriately respond to situations of a serious or sensitive nature as required with the support of Senior Community Leaders (SCLs) and Neighbourhood Managers (NMs), to whom CLs report.

Please note that Traditional neighbourhoods will comprise primarily first year students; most upper-year students will reside in Cluster in 2022-23. Some student needs differ between first and upper-year students; applicants wishing to work in Traditional housing should be prepared to support needs of first year students.

The Community Leader is an eight month appointment (August 2022 – April 2023) working up to 590 hours over the course of the academic year (approximately 14-17 hours per week on average). This will be pro-rated for staff beginning mid-year.

DESIRE QUALIFICATIONS

- Strong written and verbal communication skills; the ability to listen and respond effectively
- Strong administrative skills: the ability to manage schedule effectively, meet deadlines consistently, and submit required paperwork accurately
- Commitment to supporting teammates and working collaboratively
- Demonstrated approachability and skill building engagement among diverse residents
- Ability to manage multiple priorities and demonstrate resiliency in a dynamic environment
- Ability to follow departmental policies and procedures in responding to emergent and crisis situations and attending to varied needs for safety, support, and security among residents

ROLE REQUIREMENTS

Specific role duties and requirements can be found in the CL Job Description. Additional requirements include:

- Must be registered as a full time student at the University of Victoria during the 2022-2023 Academic Year and be eligible to live in residence for the duration of the appointment
- Must be available to work from January 6 to the end of April 2023
**REMUNERATION & BENEFITS**

The Community Leader position is represented by **CUPE 4163**.

**Gross Pay** (pay before deductions) will be equal to the full cost of room and board (a single residence room with a standard meal plan), spread over 17 pay periods. This will be pro-rated for staff beginning mid-year.

- The CL position receives an additional 4% vacation pay in lieu of paid vacation

**Deductions** during each pay period will include:

- Mandatory statutory deductions (Canada Pension Plan, Employment Insurance, Union dues, and taxes)
- The pro-rated cost of a 2022-23 single traditional style residence room with a standard meal plan

*Due to the statutory deductions, CLs working in Traditional style housing will owe an amount to the University each term to cover the full costs of room and board. This does not apply to CLs working in Cluster housing.*

**APPLICATION INFORMATION**

Interested candidates should apply by emailing **applyrle@uvic.ca** with a resume and document answering the following application questions:

- Why are you interested in the CL role and what experiences do you have that would influence your work as a CL?
- What 2 strategies might you use to establish a safe and welcoming community for your residents?

Questions can be directed to **applyrle@uvic.ca**. If you are not a current UVic student please email applyrle@uvic.ca for further instructions.

Application Deadline: **Monday, November 14, 2022**

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Read our full equity statement here: [www.uvic.ca/equitystatement](http://www.uvic.ca/equitystatement)

Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact Katie Bartel, Training & Assessment Specialist, at restas@uvic.ca.