Community Leader 2023-2024

Job Information

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 2023-2024 Academic Year. The foundation of this position is to develop a community support system that enhances students’ 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 report to the Neighbourhood Manager (NM) and receive support from the Senior Community Leader to act as the primary peer support for residents; CLs assist with residents’ academic and social transition to and through university by 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. Due to the nature of this position working with vulnerable adults in dynamic and high stress environments, CLs are required to complete training in Sexualized Violence Prevention and mental health support; this training will be arranged by the employer at the start of the position.

Over the course of this position, CLs will develop skills in leadership, conflict management, event planning, and crisis response in support of their personal and professional growth.

The Community Leader is normally an eight-month appointment (August 21, 2023 – April 30, 2024) working up to 590 hours over the course of the academic year, approximately 13 - 18 hours per week including daytime, evenings, weekends, and holidays. This posting is for four months (January 5, 2024 – April 30, 2024); total position hours will be pro-rated accordingly (approximately 295 hours). CLs can expect weekly hours to fluctuate based on the academic calendar and shifting student needs (i.e. closer to 20 hours/week in January and closer to 10 hours/week in April).

Please note that Community Leaders may work in communities with unique attributes including primarily first year undergraduates in traditional-style housing and upper-year residents in Cluster. Quiet, Substance-Free, and Pod communities also exist within our current offerings. Cluster CLs live in a shared 4-bedroom staff apartment unit. Successful applicants may indicate their preference once they are hired but should be prepared to work in any of our residence communities.

DESIRED 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
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- 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 2024 Spring Term and be eligible to live in residence for the duration of the appointment.
- Must be available to work from January 5, 2024, to April 30, 2024. Hours of work will include meetings during business hours, self-scheduled programming, and evening in-night shifts.
- Strong preference for candidates who have completed at least one full year of post-secondary studies.

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) for the Spring term, spread over 8 pay periods. 2023-24 residence and meal plan rates were approved by the Board of Governors in Spring 2023.

- 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)

APPLICATION INFORMATION
Interested candidates should apply through the Residence Services Housing Portal, under Employment Application. 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: November 6, 2023

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 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.