

Community Leader 2024-2025

Job Information



University
of Victoria

Residence Services

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 2024-2025 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 an eight-month appointment (August 19, 2024 – April 30, 2025) working up to 590 hours over the course of the academic year, approximately 13 - 18 hours per week including daytime, evenings, weekends, and holidays. CLs can expect weekly hours to fluctuate based on the academic calendar and shifting student needs (i.e. closer to 20 hours/week in August and September and closer to 10 hours/week in December and 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. CLs working in traditional or Pod style housing will be in single units with a meal plan if applicable; Cluster CLs live in a shared 4-bedroom staff apartment unit with no meal plan. 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 including 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 2024-2025 Academic Year and be eligible to live in residence for the duration of the appointment.
- Must be available to work from August 19, 2024, to April 30, 2025. Hours of work will include meetings during business hours, self-scheduled programming, and evening in-night shifts.

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. Currently, this amounts to \$13,660.00 for the full duration of the appointment. 2024-25 residence and meal plan rates will be approved by the Board of Governors in Spring 2024 and compensation amounts for the 2024-25 student staff appointments will be updated at that time.

- 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).

As this is a live-in position, student staff are responsible for paying housing and applicable meal plan fees to Residence Services as a lump sum each term or month-by-month. These fees may vary depending on your placement type.

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: **February 15, 2024**

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.