

Program Resource Centre Advisor 2024-2025

Job Information



University
of Victoria

Residence Services

JOB OVERVIEW

UVic Residence Services is seeking to hire students interested in supporting student staff in their programming efforts for the position of Program Resource Centre Advisor (PRCA) in the 2024-25 Academic Year. The foundation of this position is to staff a resource space that inspires creative and effective programming while offering coaching and programming support to Residence student staff.

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 PRCA's work, aims to support the learning and personal development of all residents within a safe and welcoming community.

The PRCA is a part-time student leadership position integral to the design and implementation of educational events, community building initiatives, and active and passive programs for over 2300 diverse residents. PRCA's work in the Program Resource Centre (PRC) to design, create, promote, and update programming resources for use by Residence Life & Education staff. They also offer coaching and feedback to elevate the quality of programs facilitated by their student staff colleagues. PRCA's report to the Residence Coordinator, Student Development.

The Program Resource Centre Advisor is an eight-month appointment (August 14, 2024 – April 30, 2025). PRCA's work up to 650 hours over the course of the academic year (approximately 15-20 hours/week) at the PRC and/or at PRC-related events. PRCA's can expect to work some evenings and weekends coinciding with PRC operating hours. Some shifts are likely to be scheduled during Community Leader in-nights. Due to operational requirements, PRCA staff cannot hold another student staff position with Residence Services during the academic year. Shifts will begin in the 3rd week of August and will include work during Community Leader August training.

DESIRED QUALIFICATIONS

- Demonstrated ability to plan, organize, and facilitate group activities, programs, and events that are accessible to students with diverse genders, identities, and social locations
- Ability to create posters, flyers, and other visual media using digital and manual tools
- Demonstrated coaching and mentorship skills to reach a wide range of student staff, and the ability to address student and student staff needs
- Exceptional organizational and decision making skills
- Strong written and verbal communication skills and the ability to listen and respond effectively
- Proven ability to work effectively independently and on project-based work as well as part of a collaborative team environment

ROLE REQUIREMENTS

Specific role duties and requirements can be found in the [PRCA Job Description](#). Additional requirements include:

- Understanding of the various dynamics of living in a communal residence setting
- Must be registered as a full time student at the University of Victoria during the 2024-2025 Academic Year
- Must be available for meetings during normal business hours
- Must be available for shifts that include a mix of business, evening, and weekend hours

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REMUNERATION & BENEFITS

The Program Resource Centre Advisor position is represented by [CUPE 4163](#).

Gross Pay (pay before deductions) will be \$18.50 per hour in August 2024, increasing to \$18.87 per hour on September 1, 2024. PRCAs are expected to work 650 hours between September and April. This total amount (650 x hourly rate) will be paid over 17 pay periods. The PRCA position will receive 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).

PRCA staff are guaranteed on-campus housing if desired, but are not required to live on campus.

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 5, 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.