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 2022-23 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 PRCAs 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. PRCAs 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.

Reporting to the Residence Coordinator, Student Development, PRCAs are expected to work approximately 15 hours a week at the PRC and/or at PRC-related events; this may include evenings and weekends. The PRCA is an eight-month appointment (August 2022 – April 2023) with the option to live on or off campus as desired. Scheduled shifts will start in the 3rd week of August and will include work during Community Leader August Training. PRCAs work up to 380 hours over the course of the academic year. For off cycle hiring these amounts will be pro-rated depending on start date.

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 2022-2023 Academic Year
- Must be available for meetings and shifts during normal business hours
Program Resource Centre Advisor 2022-2023

Job Information

REMUNERATION & BENEFITS

The Program Resource Centre Advisor position is represented by CUPE 4163.

**Gross Pay** (pay before deductions) will be based on a minimum of $15.65 per hour (Hourly rate increase will be determined through current negotiations). PRCAs are expected to work 380 hours between September and April. This total amount (380 x hourly rate) will be paid over 17 pay periods. This will be pro-rated depending on start date.

- 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)

APPLICATION INFORMATION

Interested candidates should apply with a cover letter and resume to applyrle@uvic.ca. Questions can be directed to applyrle@uvic.ca.

Application Deadline: September 21st 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

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.