

## Program Resource Centre Advisor Job Ad 2019-2020



University  
of Victoria

Residence Services

Residence Services is currently seeking an engaging, supportive, and reliable individual for the position of Program Resource Centre Advisor.

Residence Services is a unit within the division of Student Affairs that provides accommodation, programming and education to the on-campus student community, in addition to providing a summer conferences operation for off-campus customers. Residence Life and Education, a department within Residence Services, aims to provide all students with a safe and welcoming community where they are supported in their learning and personal development.

Reporting to the Coordinator, Student Development, the Program Resource Centre Advisor (PRCA) is a part time student leadership position integral to the design and implementation of education events and programs for 2300 diverse residents. The PRCAs work in the Residence Program Resource Centre (PRC) and are the primary programming advisors to the live-in student staff in Residence Life and Education. The PRCAs are involved in supporting the overall Residence Life and Education program by designing, creating, promoting and updating programming resources for use by Residence Life and Education staff and operating the PRC space. The PRCAs are also involved in supporting programs and events run in the Residence Resource HUB spaces. This position is expected to work approximately 15 hours a week at the PRC and/or at PRC related events each week which includes days, evenings, and weekends.

The Program Resource Centre Advisor is an eight month appointment that is not required to live in residence. The appointment is from August 2019 – April 2020. Scheduled shifts will start in the 3<sup>rd</sup> 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 and materials
- Demonstrated coaching and mentorship skills to reach a wide range of student staff, and the ability to address student and student staff needs
- Organizational and decision making skills
- Strong written and verbal communication skills and the ability to listen and respond effectively
- Proven ability to work well independently and as part of a team

### **ADDITIONAL REQUIREMENTS:**

- Understanding of various dynamics of living in a communal residence setting
- Must be a registered student at the University of Victoria and available for meetings and shifts during normal business hours

### **REMUNERATION AND BENEFITS:**

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

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Pay will be based on an hourly rate of \$13.99. Your salary for 380 hours of work will be paid over seventeen (17) pay periods.

Gross pay (pay before deductions) for the entire employment period will be: \$5316.20. This amount will be paid over 17 pay periods. In addition, the PRCA position will receive an additional 4% vacation pay (in lieu of paid vacation). Mandatory statutory deductions (Canada Pension Plan, Employment Insurance, Union dues and taxes) will be applied during each pay period.

### **APPLICATION INFORMATION:**

For full job description, [click here](#).

Interested candidates should submit a cover letter and resume to [applyrle@uvic.ca](mailto:applyrle@uvic.ca).

Application Deadline: January 23, 2019

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 Kalenne Thors, Training and Assessment Specialist at [kthors@uvic.ca](mailto:kthors@uvic.ca).