

## Program Resource Centre Advisor Job Ad 2021-2022



University  
of Victoria

Residence Services

Residence Services is currently seeking creative, engaging, and supportive students for the position of Program Resource Centre Advisor (PRCA).

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 PRCA is a part-time student leadership position integral to the design and implementation of educational events, community building initiatives, as well as active and passive programs for 2300 diverse residents (in a typical year).

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. Additionally, they work on standalone projects that support the department and support student staff through coaching and peer support for programming needs while staffing the PRC space. This position is expected to work approximately 15 hours a week at the PRC and/or at PRC-related events each week which may include evenings and weekends.

The Program Resource Centre Advisor is an eight month appointment with the option to live on or off campus. The appointment is from August 2021 – April 2022. 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
- 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

### **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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**Gross Pay** will be based on a minimum of \$15.20 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.

- 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:**

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

Interested candidates should apply through the [Residence Services Housing Portal](#), under Employment Application.

Questions can be directed to [applyrle@uvic.ca](mailto:applyrle@uvic.ca). If you are not a current UVic student please email [applyrle@uvic.ca](mailto:applyrle@uvic.ca) for further instructions.

Application Deadline: March 25, 2021

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 Katie Bartel, Training & Assessment Specialist, at [restas@uvic.ca](mailto:restas@uvic.ca).