

Summer Community Assistant 2023

Job Information for positions in Cluster housing



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 Summer Community Assistant in the summer of 2023. The foundation of this position is to develop a community support system that enhances the 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 SCAs work, aims to support the learning and personal development of all residents within a safe and welcoming community.

The SCA is a part-time live-in student leadership position integral to building community within UVic student residences. SCAs report to the Neighbourhood Manager and are the primary peer support for summer residents; SCAs assist with residents' academic and social transition to and through the summer term by facilitating programming and outreach initiatives. 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. SCAs apply their training from previous Residence Life & Education positions and receive additional training in line with the unique SCA expectations.

SCAs live in a shared 4-bedroom staff apartment unit in Cluster. The SCA position is a four-month appointment (April 2023 – August 2023) working approximately 12 hours each week.

DESIRED QUALIFICATIONS

- Strong written and verbal communication skills; the ability to listen and respond effectively
- Strong administrative skills: 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
- 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
- Experience with event planning and management

ROLE REQUIREMENTS

Specific role duties and requirements are outlined in the [SCA Job Description](#). Additional requirements include:

- Must be in good standing with Residence Services
- Must be available to work from late April to late August 2023
- Preference will be given to candidates who are full-time students at the University of Victoria during the period of employment

REMUNERATION & BENEFITS

The SCA position is represented by [CUPE 4163](#).

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SCAs will receive a 15% deduction off the cost of their Cluster accommodation. SCAs will pay for the costs of any room and board directly to Residence Services (no payroll deduction).

Gross Pay (pay before deductions) will be equal to 50% of the cost of room and board (a single residence room with a standard meal plan for the summer semester, based on 2022-23 rates), spread over 8 pay periods.

- The SCA 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)

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: April 4, 2023

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.