Residence Services is currently seeking fun, engaging, passionate, community minded individuals who are interested in personal growth and development for the position of Summer Community Assistant.

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 Neighbourhood Manager, the Summer Community Assistant (SCA) is a part time, live-in student leadership position integral to building community within residences. The SCA is the primary peer support for residents and works closely with a team of others SCAs. They assist with resident’s academic and social transition into university life through outreach and programming. The role also includes managing issues within the community to support the security and wellbeing of residents, including serving as first point of contact during a critical incident and/or crisis situation.

The foundation of the SCA position is to develop a community support system that enhances the experience of living in residence during the summer.

The Summer Community Assistant is a four month appointment (starting at the end of April and ending the day after the last exam in August 2020). The SCA is expected to work approximately 12 hours each week of their appointment.

**DESIRED QUALIFICATIONS**

- Strong written and verbal communication skills and the ability to listen and respond effectively
- Strong administrative skills
- Ability to act as a supportive teammate and work collaboratively
- Ability to build engagement among diverse residents and demonstrate approachability
- Ability to manage multiple priorities and demonstrate resiliency
- Ability to respond to emergent situations following department policies and procedures and attend to the varied needs for safety, support, and security among residents
- Experience with event planning and management

**ADDITIONAL REQUIREMENTS**

- Must be in good standing with Residence Services and available to work from late April until late August 2020
- Preference will be given to candidates who are full-time students at the University of Victoria during the period of employment
Summer Community Assistant Job Ad
Cluster Residences 2020

REMUNERATION AND BENEFITS:

The Summer Community Assistant position is represented by CUPE 4163.
- Cluster CAs will live in Cluster accommodation. SCAs will receive a 15% deduction off the cost of their 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 2019-20 rates), spread over 8 pay periods. 2020-21 residence and meal plan rates will be approved by the Board of Governors in Spring 2020.
- 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:
For full job description, [click here](#).

Interested candidates should send a cover letter and resume to applyrle@uvic.ca. Candidates who were previously employed as SCAs during the 2019 summer session can email applyrle@uvic.ca indicating their intent to return to the SCA role.

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: January 26th, 2020

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, Manager – Education and Training, at kthors@uvic.ca.