

Summer Community Assistant 2024

Job Information for SCA Positions



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 2024. 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.

Summer term residents often live with us for a short amount of time as they complete condensed courses, meaning that the turnover rate is quite high; these residents have also typically completed their first year of courses and may have lived in Residence previously. As a result, this role focuses more on programming and peer support than the CL position.

The SCA position is a four-month appointment (April 2024 – August 2024) 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 2024
- Preference will be given to candidates who are full-time students at the University of Victoria during the period of employment

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REMUNERATION & BENEFITS

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

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 2023-24 rates), spread over 8 pay periods. This amounts to \$3415.00 for the full duration of the appointment in summer 2024.

- 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).

A remuneration letter will be sent to staff, once hired, confirming both payment and residence fee amounts.

As this is a live-in position, student staff are responsible for paying housing and applicable meal plan fees to Residence Services as a lump sum each term or month-by-month. These fees may vary depending on your placement type. Placement types will vary depending on accommodation offered to residents during the summer session. SCAs will receive a 15% deduction off the cost of their accommodation.

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: February 5, 2024

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.