

## Summer Community Assistant Job Ad 2019-2020



University  
of Victoria

Residence Services

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 Residence Life Coordinator (RLC), 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 2018, or, if applicable, the day before the start of the 2019-2020 student staff contract).

### **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 2019
- Preference will be given to candidates who are full-time students at the University of Victoria during the period of employment

### **REMUNERATION AND BENEFITS:**

The Summer Community Assistant position is represented by CUPE 4163.

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Gross pay (pay before deductions): The equivalent of half of the rate for a single residence room with a standard meal plan.

Vacation pay: 4% in lieu of paid vacation.

Statutory deductions: Canada Pension Plan, Employment Insurance, Union dues and taxes are mandatory and will be deducted.

The SCA is entitled to a "Student Staff Housing Rate" representing a 15% discount on the residence unit. The SCA is required to pay any remaining outstanding residence fees.

### **APPLICATION INFORMATION:**

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

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

Application Deadline: January 23, 2019

All candidates will receive an update on the status of their application by February 1<sup>st</sup>, 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).