

# Senior Community Leader 2024-25

Job Information



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 Senior Community Leader (SCL) in the 2024-2025 Academic Year. The foundation of this position is to support the Neighbourhood Manager (NM) in overseeing and coaching the day-to-day functions of the student staff team and to assist in enhancing students' 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 SCLs work, aims to support the learning and personal development of all residents within a safe and welcoming community.

The SCL is a part-time live-in student leadership position that co-supervises a team of 12-16 Community Leader (CL) and Residence Education Community Leader (RECL) staff in a neighbourhood of 300-650 residents. SCLs report to the Neighbourhood Manager and support the educational, programming, and incident response aspects of CL and RECL positions. SCLs hold regular office hours to meet with professional and student staff for ongoing coaching and development, to work through administrative duties and to participate in conduct follow-up processes. This includes meeting with residents for follow-up on low to mid-level violations of community standards and providing referrals, support, and strategies for residents experiencing behavioural, transitional, and interpersonal challenges. Participating in their own regular in-night rotation, SCLs oversee CL & RECL in-night shifts and support student staff in front-line response to emergencies or community standards violations. **Due to the nature of this position working with vulnerable adults in dynamic and high stress environments, SCLs are required to complete training in Sexualized Violence Prevention and mental health support; this training will be arranged by the employer at the start of the position.**

Over the course of this position, SCLs will develop skills in leadership, conflict management, change management, and elements of supervision in support of their personal and professional growth.

The Senior Community Leader is a nine-month appointment (August 1, 2024 – April 30, 2025) working up to 890 hours over the course of the academic year, approximately 20-25 hours per week including daytime, evenings, weekends, and holidays. SCLs can expect weekly hours to fluctuate based on the academic calendar and shifting student needs (i.e. closer to 30 hours/week in August and September and closer to 15 hours/week in December and April). **Due to the hours of work expected of this role it is recommended SCLs take no more than two courses per term and limit additional co-curricular commitments. International students should confirm course requirements to ensure they meet the requirements of their visa.**

## DESIRED QUALIFICATIONS

- Exceptional leadership skills, including a strong ability to coach and mentor a student staff team and coordinate groups.
- Demonstrated creativity and initiative. Ability to develop and implement programs for students in a wide variety of areas.
- Strong verbal, listening, and written communication skills; ability to communicate with tact and diplomacy in situations of conflict.
- Demonstrated ability to communicate with supervisor appropriately in urgent and non-urgent situations.

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- Excellent judgement and problem solving in emergency response situations; ability to follow established protocols for response.
- Proven ability to make fair and impartial decisions regarding the application of community standards in a student residential environment.
- Good documentation and record keeping skills.
- Demonstrated ability to track revenue, expenditures, and budgets for programs and events.
- Demonstrated time management skills.
- Proven ability to work well independently and as part of a team.
- Superior interpersonal skills.

## **ROLE REQUIREMENTS**

Specific role duties and requirements can be found in the [Senior Community Leader Job Description](#).

Additional requirements include:

- Partial (minimum 2 years) completion of an undergraduate degree. Must be enrolled as a University of Victoria student for the entirety of the 2024-2025 academic year.
- Available to work for the entirety of the appointment period and participate in a shared in-night rotation. The term of appointment is August 1<sup>st</sup> 2024, to April 30, 2025. Hours of work will include meetings and office time during business hours as well as evening in-night shifts.
- Minimum 1 year of experience in a Residence Life and Education live-in student staff position, including experience planning, organizing and facilitating programs, and experience responding to conduct issues and emergencies in a residence environment.

## **REMUNERATION & BENEFITS**

The Senior Community Leader position is represented by [CUPE 4163](#).

**Gross Pay** (pay before deductions) will be equal to the full cost of a one-bedroom apartment plus a standard meal plan, spread over 18 pay periods. Currently, this amounts to \$16,928.00 for the full duration of the appointment. 2024-25 residence and meal plan rates will be approved by the Board of Governors in Spring 2024 and compensation amounts for the 2024-25 student staff appointments will be updated at that time.

- The SCL position receives an additional stipend of a minimum of \$4923 plus 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, taxes).

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.

## **APPLICATION INFORMATION**

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: **February 5, 2024**

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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).