

## Senior Community Leader Job Ad 2021-2022



University  
of Victoria

Residence Services

Residence Services is currently seeking community minded students who are interested in fostering supportive relationships and engaging in personal growth and professional development for the position of residence Senior Community Leader.

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 (NM), the Senior Community Leader (SCL) assists in team development and community building in a neighbourhood of 240-600 residents in a typical year. This is a part-time, live-in position that co-supervises a team of 5 to 12 Community Leader (CL) and Residence Education Community Leader (RECL) staff in the educational and programming aspects of their duties. The SCL participates in a regular in-night rotation, and leads and supports CLs and RECLs in front-line response to emergencies or community standards violations. In addition, the SCL attends programs and events, responds to after-hours incidents and emergencies, oversees staff in-night shifts, and provides follow-up and resource referrals for residents.

The SCL holds regular office hours to support community development, programming & administration of the community building model, and to respond to individual issues. 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. The SCL meets regularly with assigned CLs and RECLs for coaching and development. The SCL also assists the NM with various administrative and programmatic projects and tasks.

The foundation of the SCL position is to support the NM in overseeing and coaching the day to day functions of the student staff team, and to assist in enhancing the experience of living in residence for all students. The SCL works to build community, positive relationships and leadership opportunities across the residence community.

### **DESIRED QUALIFICATIONS**

- Exceptional leadership skills, including a strong ability to coach and mentor a student staff team.
- 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.
- 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.

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- Proven ability to work well independently and as part of a team.
- Superior interpersonal skills.

### ADDITIONAL REQUIREMENTS

- Partial (minimum 2 years) completion of an undergraduate degree. Must be enrolled as a University of Victoria student for the entirety of the 2021-2022 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> 2021 to May 1<sup>st</sup> 2022.
- 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.

**Note: This is a developmental position working approximately 20-25 hours per week; it is suggested that applicants consider taking less than a full course load while in this position.**

### REMUNERATION AND 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. 2021-22 residence and meal plan rates will be approved by the Board of Governors in Spring 2021.

- The SCL position receives an additional stipend of a minimum of \$4000, 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 and taxes)
- The full cost of a 2021-22 one bedroom apartment, spread over 18 pay periods.

### APPLICATION INFORMATION:

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

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: March 25, 2021

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)

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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).