



**University of Victoria Residence Services  
RESS Experiential Learning Assistant Job Description**

**Position:** Experiential Learning Assistant

**Unit & Department:** UVic Residence Services, Residence Life & Education Department

**Supervisor:** Training & Assessment Specialist

**Remuneration:** \$20.75/hour + 4% in lieu of vacation & benefits

**Employment Term:**

June 9– August 29, 2025: 35 hours/week

September 2-26, 2025: 5-10 hours/week

Hours will typically be Monday – Friday, 8:30 – 4:30pm during the summer; hours during September will be negotiated with supervisor. This position is primarily an on-site position.

**Job Summary:**

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 students with a safe and welcoming community where they are supported in their learning and personal development.

Reporting to the Training & Assessment Specialist (TAS), the Experiential Learning Assistant (ELA) is a full-time student position in the summer, part-time in September, that provides research and logistical support for RESS live-in student staff onboarding and ongoing professional development. The ELA will gain valuable experience in areas of human resources development and event planning.

The ELA will also assist the Residence Education Team with other projects as necessary.

**Duties & Responsibilities:**

Student Staff August Training (75%)

- Research current trends, principles and accessibility considerations in staff onboarding
- Liaise with session facilitators to determine their needs including session time, materials, and resources.
- Support logistical preparation for August training including booking rooms, coordinating catering and meal plans, and preparing handouts and worksheets.
- Develop Brightspace modules in line with online learning goals and curricular outcomes.
- Provide on-the-ground support to facilitators during August Training sessions including technical support, communications, attendance, and troubleshooting.
- In collaboration with the TAS, develop an assessment plan to collect feedback and evaluate August Training efficacy.
- Draft a post-training report with recommendations for future training cycles.



Make Up Training, Ongoing Training & Professional Development (25%)

- Work with the Residence Life & Education Team to identify make up training requirements for affected student-staff,
- In collaboration with the TAS, identify and plan ongoing training needs and professional development opportunities.
- Support logistical coordination of training and pro-d sessions by identifying facilitators, booking spaces, soliciting attendance, and following up with participants.

**Qualifications:**

It is REQUIRED that the candidate:

- Be currently enrolled in the University of Victoria as an undergraduate or graduate student.
- Have an aptitude for planning events, training sessions, workshops etc, facilitating large groups, and public speaking
- Experience drafting professional written communication
- Be able to work both independently and cohesively with a team
- Be able to effectively balance competing deadlines and manage shifting priorities
- Possess the ability to take initiative to move projects and tasks forward
- Be creative and able to troubleshoot in a fast-paced environment, both prior to and during high-intensity time periods
- Demonstrate exceptional organizational and interpersonal skills
- Have a high working knowledge of computer software including Microsoft office (Powerpoint, Excel, Word), Brightspace, Survey Monkey, and basic design tools (Canva, publisher etc).
- Have satisfactory academic standing

ADDITIONAL skills that would be considered assets:

- Previous work experience in Residence Life and Education, teaching assistance, and/or educational design
- Exhibit an interest in education, workplace training or human resources

**How to Apply:**

To apply, please submit your cover letter and resume directly to the UVic Co-op & Career posting portal (General Posting ID # [247820](#), Coop ID # [247819](#). References will not be collected at this time. **Applications are due by Sunday, May 4<sup>th</sup>, 2025.**

*We thank you for your application. Only those who are selected for an interview will be contacted.*

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: <https://www.uvic.ca/equitystatement>.