Off-Cycle Hiring
Community Leader January 2027

Job Information

Please note this is an off-cycle positing for our Community Leader position, and a limited number of positions are available. The successful applicant(s) will be required to start the position and move into residence by January 4th, 2027 to work for the remainder of the 2026-27 academic term.

Our standard application intake for Fall 2027 Community Leaders (September 2027 start date), will be available in the housing portal on January 12th, 2027.

JOB OVERVIEW

UVic Residence Services is hiring students interested in fostering supportive relationships with students living in residence and engaging in personal growth and development for the position of residence Community Leader (CL) in the 2026-27 Academic Year. The foundation of this position is to build a supportive, inclusive, and safe community to enhance students' experience of living in residence at UVic. The majority of our Community Leaders live in traditional dormitory style housing which includes enrollment in the mandatory meal plan.

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 CLs work, aims to support the academic and personal development of all residents within a safe and welcoming community.

The CL is a part-time live-in student leadership position integral to building community within UVic student residences. The CL reports to a Neighbourhood Manager (NM) and a Senior Community Leader (SCL). CLs serve as the primary peer support for residents to assist with residents' academic and social transition to and through university. This role involves planning and delivering programs, participating in a regular in-night rotation, supporting safety and well-being for residents within the community, and may also serve as the first point of contact to provide support during emergencies by following established procedures and direction from first responders and/or university staff**.**

Over the course of this position, CLs will further develop skills in leadership, conflict management, event planning, and peer support in support of their personal and professional growth.

The CL appointment is from **August 24th, 2026, to April 30th, 2027**, and works up to 590 hours (approximately 13 – 18 hours/week) including daytime, evenings, weekends, and holidays. CLs can expect weekly hours to fluctuate based on the academic calendar and shifting student needs (i.e., closer to 20 hours/week in August and September and closer to 10 hours/week in December and April). Hours of work will include meetings during business hours, self-scheduled programming, and in-night shifts.

DESIRED QUALIFICATIONS

- Track record of strong written and verbal communication skills and the ability to listen and respond effectively
- Demonstrated strong administrative skills including managing schedules effectively, meeting deadlines consistently, and submitting required paperwork accurately

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- Experience supporting and working with teammates collaboratively
- Proven approachability and skill of building engagement among residents with diverse identities (e.g. ethnicity, race, gender, religion, and neurodiversity) and student needs
- Ability to thrive while building a safe and supportive community among residents
- Proven ability to manage multiple priorities and resiliency in a dynamic environment
- Demonstrated ability to understand and follow departmental policies and procedures in responding to emergent and crisis situations

ROLE REQUIREMENTS

Specific role duties and requirements can be found in the CL Job Description. Additional requirements include:

- Must be registered as a full-time student at the University of Victoria during the 2026-27 Academic Year and be eligible to live in residence for the duration of the appointment. *International students should confirm course requirements to ensure they meet the requirements of their visa.*
- Maintain a minimum cumulative grade point average (GPA) of 4.0 on a 9.0 scale.
- Must be available to work from August 24, 2026, to April 30, 2027.
- Must be in good standing with Residence Services (including payment of all residence fees in a timely manner and a positive conduct record).
- Possess a valid First Aid certificate (training will be provided for those who do not have one or which has expired)

TRAINING AND ONBOARDING

- All CLs must attend in-person training on-campus which takes place January 4th and 5th, 2027
- As part of their onboarding and training program, all CLs will be required to complete training regarding topics of mental health, suicide intervention, sexualized violence and naloxone administration.

REMUNERATION & BENEFITS

The Community Leader position is represented by CUPE 4163.

Gross Pay (pay before deductions) will be equal to the full cost of room and board (a single residence room with a standard meal plan), spread over 17 pay periods. Currently, this amounts to **$15785.** for the full duration of the appointment. 2026-27 residence and meal plan rates will be approved by the Board of Governors in Spring 2026 and compensation amounts for the 2026-27 student staff appointments will be updated at that time.

- The CL 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).

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As this is a live-in position, student-staff are responsible for paying all housing and applicable meal plan fees to Residence Services either as a lump sum each term or monthly. These fees will vary depending on room placement.

***Remuneration will be pro-rated based on start date for those who begin after August 24th 2026.**

APPLICATION INFORMATION

Interested candidates should email their cover letter and resume to applyrle@uvic.ca. Cover letters should address the following questions:

Why are you interested in being a leader in residence and supporting other students?

What 2 strategies might you use to establish a safe and welcoming community? How do these strategies support students in residence?

Application Deadline: **Sunday December 6th 2026.**

Interviews will take place December 8th - 16th.

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 Payton Burgin, Training & Assessment Specialist, at paytonb@uvic.ca