

# Program Resource Centre Advisor 2025-2026

## Job Information



University  
of Victoria

Residence Services

### **JOB OVERVIEW**

UVic Residence Services is hiring students interested in supporting student staff in their programming efforts for the position of Program Resource Centre Advisor (PRCA) in the 2025-26 Academic Year. The foundation of this position is to inspire, coach, and support creative and effective programming to residence student staff in the Program Resource Centre (PRC).

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

The PRCA is a part-time student leadership position involved in the planning process of educational events, community building initiatives, and active and passive programs. PRCAs are responsible to (a) design, create, promote, and update programming resources for Residence Life & Education staff in the PRC, (b) coach and consult with student staff for developing programs, and (c) perform general space upkeep on shifts maintaining an organized and well stocked community hub. PRCAs report to the Residence Coordinator, Student Development.

The PRCA position is an eight-month appointment from **August 11, 2025, to April 30, 2026**, and works up to 650 hours (approximately 15-20 hours/week). PRCAs can expect to work some evenings and weekends coinciding with PRC operating hours, and some shifts are likely to be scheduled during Community Leader in-nights. Shifts will include work during Community Leader August training. Due to operational requirements, PRCAs cannot hold another student staff position with Residence Services during the academic year.

**PRCAs must be available to attend work on campus beginning on August 11<sup>th</sup>, 2025. Should PRCAs choose to live in residence, they will be guaranteed a residence room and will be responsible for paying all residence fees including early arrival fees.**

### **DESIRED QUALIFICATIONS**

- Demonstrated strong abilities to plan, organize, and facilitate group activities, programs, and events.
- Demonstrated a strong understanding of accessibility by designing and delivering inclusive programming that support students of diverse background, including but not limiting to gender, race, ethnicity, and neurodiversity
- Shown creativity in designing, crafting and decorating posters, flyers, and other visual media using a variety of presentation tools
- Shown strong commitment to building a safe and supportive community among residents
- Demonstrated strong interpersonal abilities to build connection with student-staff
- Demonstrated exceptional leadership skills, including a strong ability to coach and mentor student-staff towards developing a high calibre of events and programming
- Shown strong written and verbal communication skills and the ability to listen and respond effectively
- Proven ability to work independently and as part of a collaborative team environment

### **ROLE REQUIREMENTS**

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Specific role duties and requirements can be found in the [PRCA Job Description](#). Additional requirements include:

- Understanding of the various dynamics of living in a communal residence setting
- Must be registered as a full-time student at the University of Victoria during the 2025-26 Academic Year. *International students should confirm course requirements to ensure they meet the requirements of their visa.*
- Must be available to work from August 11, 2025, to April 30, 2026 on campus.
- Must be available for meetings during normal business hours
- Must be available for shifts that include a mix of business, evening, and weekend hours

### **REMUNERATION & BENEFITS**

The Program Resource Centre Advisor position is represented by [CUPE 4163](#).

**Gross Pay** (pay before deductions) will \$19.06 per hour. PRCAs are expected to work 650 hours between September and April and will be paid hourly over 17 pay periods. The PRCA position will receive 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).

PRCA staff are guaranteed on-campus housing if desired but are not required to live on campus.

### **APPLICATION INFORMATION**

Interested candidates can apply by emailing their cover letter and resume to [applyrle@uvic.ca](mailto:applyrle@uvic.ca). Cover letters should address the following questions:

*Why are you interested in the PRCA role and how does your previous experience prepare you for 1-2 key responsibilities of the role? Please include a clearly illustrated example to best demonstrate your experience.*

*Based on your own experience or research, please describe at least two key indicators of a successful event or program for residents. How would you plan and advertise an event to ensure these success metrics were achieved?*

Questions can be directed to [applyrle@uvic.ca](mailto:applyrle@uvic.ca).

Application Deadline: **July 2<sup>nd</sup>, 2025 at 4pm.**

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 Payton Burgin, Training & Assessment Specialist, at [restas@uvic.ca](mailto:restas@uvic.ca).