

Job Description: Events and Projects Assistant

May 2026 – April 2027

Position: Student Life Assistant,

Unit & Department: Office of Student Life, Student Affairs

Remuneration: \$24.00/hour + 4% in lieu of vacation and benefits

Number of Openings: 1 position

Employment Term: May, 2026 – April 30, 2027. 10-15 hours/week

Position Summary

The Events and Projects Assistant is embedded within [the Office of Student Life \(OSL\)](#), an office dedicated to creating responsive programming that engages UVic students in orientation initiatives, leadership, community-building, and creating safer, more supportive spaces on campus. OSL offers student engagement programming, support, and resolution from student-centered and community-minded lenses in alignment with UVic's [Equity Action Plan](#).

The Events and Projects Assistant provides advanced support, leadership, and coordination for OSL's programs and services. SLAs work independently and collaboratively to develop programming, support student staff, manage projects, and engage directly with students and campus partners. With access to OSL workspace and communication tools, SLAs play a key role in shaping student engagement initiatives, implementing strategic priorities, and fostering inclusive, equitable, and community-oriented experiences for UVic students.

Key Duties

Under the supervision of the Events and Projects Coordinator, and within a dynamic programming team, the Events and Projects Assistant will:

- Assist in the design and implementation of programming for the Student Life Hub and UVic Orientation activities
- Host student engagement events in the Student Life Hub
- Participate in event preparation, setup, delivery, and takedown.
- Attend planning meetings and contribute ideas to support continuous improvement of student programming.
- Track inventory for Student Life Hub supplies and programming materials
- Support the creation of posters, signage, and other communication materials using Canva, ensuring alignment with OSL branding and accessibility practices.
- Support administration of the Student Life Grant (SLG) committee.
- Maintain and update Student Life Grant recipient lists for publication on the website.
- Compile accountability reports and follow up with SLG recipients as required.

- Assist with promotion and outreach for Student Life Grant opportunities
- Complete additional duties as assigned to support Student Life Hub operations, Student Life Grant initiatives or other Office of Student Life programs

Core Competencies

The ideal candidate for the role of Events and Projects Assistant *should have*:

- Experience with event planning, including organizing tasks, supporting timelines, and coordinating project activities
- Proficiency with Microsoft Excel and Word for basic data entry, document creation, and record management
- Passion for community building, improving the student experience, and supporting students to navigate, engage in and thrive throughout their journey at UVic
- Interest in connecting with students through creative skill sharing, games or social events
- Presentation and group facilitation skills, ability to communicate clearly and facilitate engagement with diverse audiences
- Have a commitment to quality, attention to detail and an ability to troubleshoot and problem solve
- Possess a broad knowledge and experience with campus and community resources (including academic, social, safety, health, and others)
- Ability to work independently and in a team environment

Additional Assets

- Experience working with university students or young adults, particularly in a leadership or mentorship role
- Lived experience as, and/or experience working with underrepresented students (e.g. 2SLGBTQIA+ students, Indigenous students, BIPOC students, International students, students with disabilities, first generation students, etc.) and a variety of students who have diverse worldviews and degrees of familiarity with the campus community
- Interest in student development, student engagement and student affairs from anti-oppressive, community-based, and anti-racist lenses
- Awareness of accessibility needs and experience helping make events more inclusive for all students
- Experience creating posters, signage and other assets using Canva

We acknowledge and recognize the lived experiences of students from diverse backgrounds as well as the capacity and potential to work across differences as alternate and equivalent ways to be qualified for this position.

Eligibility

The Events and Projects Assistant must:

- Be enrolled as an undergraduate or graduate student at the University of Victoria for the duration of the employment term
- Be legally entitled to work in Canada
- **Be available Friday, August 28; Monday, August 31; and Tuesday, September 1** for UVic Orientation events

This position is hybrid, allowing for some remote work as well as some in-person shifts, meetings, and event support.

How to Apply

To apply for this position, please email your resume and cover letter to Fahé Villeneuve, Events and Projects coordinator at leiafahe@uvic.ca by Sunday, February 22, at 11:59 pm.

Any questions about this position, or the application process, can be directed to leiafahe@uvic.ca

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

The values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments are integral to the Office of Student Life. In pursuit of our values, we seek members who are eager to actively participate in that shared responsibility. We actively encourage applications from members of [historically and systemically marginalized groups](#). Please contact leiafahe@uvic.ca if you require accommodations or support to apply. [Read our full equity statement](#).

At OSL, we value authenticity, creativity, and bringing ourselves into the work we do. Please avoid the use of Generative AI in your application.