

First Year Experience (FYE) Assistant

Employment Term: May 2026 – April 2027

Position:	First Year Experience (FYE) 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
Time Commitment:	10 hours/week with a maximum 15 hours/week

Position Summary

The First Year Experience (FYE) 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](#).

This role is an exciting opportunity for anyone passionate about supporting first-year students, fostering belonging, and contributing to meaningful transition programming. The FYE Assistant will act as a vital part of the OSL team, supporting professional staff responsible for first-year student engagement, such as the **First Year Interconnect (FYI)** mentorship program, **First Year Fridays (FYF)**, and other events and activities by coordinating administrative, logistical, and operational aspects of first-year programming.

Key Duties

- Assist with administrative coordination of first-year programs and events
- Assist with the planning and facilitating the in-person FYE Team Member training.
- Assist with the creation and administration of FYI Mentor Training.
- Schedule and coordinate FYE Team Member shifts for FYI Connect Hours, First Year Fridays, and other First Year Experience events
- Together with student engagement coordinators, work with FYE team members to ensure clear communication, coverage, and role clarity for all first-year programs.
- Support facilitation-related tasks for First Year Experience programs, including preparation, logistics, and follow-up.
- Assist with coordination and communication with campus partners to support First Year Experience initiatives.
- Assist with planning, coordinating, and supporting the execution of tabling and promotional activities for First Year Experience programs across campus.

- Support the creation of posters, signage, and other communications materials using Canva, in alignment with OSL branding and accessibility practices
- Assist with planning, preparation, and delivery of First Year Experience programs and events, including supplies, facilitation support, and set-up/take-down.
- Assist with tracking program needs, materials, and operational workflows to ensure smooth delivery of programs.
- Participate in planning meetings and contribute to continuous improvement of first-year programming.
- Complete additional duties as assigned to support First Year Experience initiatives.

Core Competencies

- Exercises good judgement and critical thinking.
- Strong, accessible communication skills.
- Must have the ability to engage in critical self-reflection and an understanding of the wide variety of different experiences, challenges, and barriers new students may encounter when starting at UVic.
- Possess an understanding of systemic challenges and structural barriers that students face in accessing and attending UVic, through professional, volunteer, and/or lived experience.
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Teams) and Canva.
- Be passionate about supporting students to navigate, engage in and thrive throughout their journey at UVic.
- Possess a broad knowledge of campus and community resources (including academic, social, safety, health and others).
- Have a commitment to quality, attention to detail and an ability to troubleshoot and problem solve.
- Be able to work independently and on a team with excellent interpersonal skills.
- Ability to communicate clearly and facilitate engagement with diverse audiences.

Additional Assets

- Understanding of the first-year student experience at UVic
- Experience with, or knowledge of peer-based learning and support
- Experience working with university students or young adults, particularly in a leadership or mentorship role
- Knowledge and experience planning events, especially related to student leadership, peer support, community building, and/or student development
- A solid understanding of anti-racist and anti-oppressive frameworks and practices

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 First Year Experience 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 to support programming from Monday to Friday during school hours.
- Be available during first 2 weeks of September for FYE related promotion and orientation.
- Be available for occasional evening shifts.
- Available to work from May 2026 through April 2027.

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 First Year Team at firstyear@uvic.ca by Sunday, February 22 at 11:59 pm.

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

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 firstyear@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.

To ensure fairness and balance across our teams, students are not able to hold multiple roles within the Office of Student Life at the same time. An exception is made for FYI Mentors, provided no mentee-specific or confidential information is shared with other teams, and any hours completed in the FYI Mentor role are considered volunteer hours.