

First Year Experience (FYE) Team Member

Employment Term: August 2026 – April 2027

Position:	First Year Experience (FYE) Team Member
Unit & Department:	Office of Student Life, Student Affairs
Remuneration:	\$21.00/hour + 4% in lieu of vacation and benefits
Number of Openings:	6 positions
Time Commitment	6-10 hours per month

Position Summary

The First Year Experience team 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](#).

As part of the First Year Experience team this role supports the planning and delivery of student-facing initiatives that enhance the student experience. Program Team Members are part of an entry-level, collaborative cohort of student staff who contribute energy, creativity, and peer insights to OSL programming while building skills in leadership, teamwork, and event facilitation.

FYE Team Members supports first-year UVic students through programming such as the First Year Interconnect (FYI) mentorship program, First Year Fridays (FYF), and other events and activities by engaging first-year students through peer-to-peer connection, facilitation, and event support. This role is ideal for students who are passionate about supporting the transition to university, building welcoming spaces, and creating meaningful opportunities for first-year students to connect with peers, campus resources, and the broader UVic community.

Summary of qualifications

- Current status as a UVic undergraduate or graduate student, available for the full employment term of August 2026 to April 2027.
- Having a 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 is an asset.
- Comfort with program facilitation and/or presenter experience.
- Ability to share information about campus resources in a caring, thoughtful, and inclusive ways.
- Understanding of the first-year experience at UVic.
- Exercises good judgement and critical thinking.

- Strong, accessible communication skills.
- Ability to work independently and in a team environment.
- Passion for the student experience and community building.
- 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.

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.

Role expectations

- Support First Year programming such as First Year Fridays, FYI Connect Hours, and any First Year Experience events.
- Support additional events and initiatives connected to First Year Experience, including orientation-adjacent and transition-focused programming.
- Assist with event set-up and take-down, including room preparation, materials, and signage.
- Engage actively with students during events by welcoming participants, facilitating activities, encouraging connection, and answering questions about campus resources.
- Assist with facilitation activities, icebreakers, and small-group or informal engagement during programs.
- Participate in brainstorming meetings and contribute ideas for programming themes, activities, and student engagement strategies. Represent the Office of Student Life in a professional, approachable, and student-centered manner.
- Support the promotion of first-year programs/outreach efforts through tabling, classroom presentations, informal conversations, and peer-to-peer connection.

Employment term

- August 2026 - April 2027.
- All FYE Team Members must be available for in-person mandatory training.
- Up to 6-10 hours per month .
- All FYE Team Members must be available to support programming from Monday to Friday during school hours.
- FYE Team Members must be available during the first two weeks of September for programming, tabling, and program promotion.
- Availability to work additional hours during the first two weeks of September, and potentially throughout the month of September.
- Availability for shifts during work hours (8:30 am to 5:00 pm, Monday - Friday) and some evenings and weekends for special events.

How to apply

To apply for the First Year Experience Team Member role, please complete the [SurveyMonkey application form](#). Applicants will be asked to answer a set of questions, and selected candidates will be contacted to participate in a group interview.

Any questions about the application form can be submitted via email to firstyear@uvic.ca or asked at our **Student Info Session on Thursday, February 26 from 11 am to 1pm**, happening in the Student Life Hub (next to Mystic Market, in JCC).

Applications must be submitted by **11:59 pm on Monday, March 17**.

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.