

Job Description : Orientation Tour Leader

May 2026 – April 2027

Position:	Student Life Mentor
Unit & Department:	Office of Student Life, Student Affairs
Remuneration:	\$21.00/hour + 4% in lieu of vacation and benefits
Number of Openings:	45 positions
Employment Duration:	May 1, 2026 – April 30, 2027
Time Commitment:	The Orientation position requires students to be available to work on campus on the three following dates: August 28, August 31, September 1, and September 2. You will be scheduled for two day-long shifts maximum during this period.

Position summary

The Orientation Tour Leader (OL) role 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 Orientation Team, this role supports the delivery of student-facing initiatives that enhance the student experience during Orientation week at UVIC. 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 teamwork, and event facilitation.

Summary of qualifications

- Status as a current UVic undergraduate or graduate student, available for the full employment term of April 2026 to April 2027.
- 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.).
- Comfort with facilitation and/or presenter experience.
- Comfort with initiating conversations with new students.
- Ability to share information about campus resources in a caring, thoughtful, and inclusive ways.
- 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: Orientation

- Participate in prep, set up and take down of Orientation events including but not limited to New Student Welcome, New Student Campus Tours, Student Life Hub programming, New Student Information Fair and so on.
- Assist in the coordination and execution of Orientation events, taking on roles such as ushering, providing wayfinding support, engaging with students, and leading engagement activities.
- Encourage active, accessible participation from all student participants.
- Lead new student campus tours, including:
 - Checking in your group members as they arrive.
 - Facilitating ice-breaker activities and create a warm and welcoming atmosphere.
 - Providing an intentional, informed territory acknowledgment to your group.
 - Offering information on campus buildings, the services they offer, how to access these services, and further resources available on and off campus.
 - Sharing your experience and facilitate forming meaningful connections.
 - Answer questions from new students and share tips and experiences gained during your time at UVic.
- Review and make suggestions to ensure programming is inclusive, accessible, and relevant to all students.
- Address concerns raised by community members with support from OSL staff.

Employment term

- May 2026 - April 2027.
- All Orientation Tour Leaders must be available throughout the 2026 summer break for remote, asynchronous training (5 hours per month).
- Orientation Tour Leaders must be available August 25th for in-person training.
- Orientation Tour Leaders must be available **August 28, August 31, September 1, and September 2**. You will be scheduled for two day-long shifts maximum during this period.
- Availability to work additional hours during the first two weeks of September, and potentially throughout the month of September.
- Additional opportunities may be available for January and May orientations and event support throughout the academic year.
- 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.

How to apply

Please indicate your interest in the Orientation Tour Leader role by filling out [survey monkey form](#) by **Monday, March 30, 2026, at 11:59 pm**. Applicants will be required to submit written along with video responses.

Any questions about the application or role of Orientation Tour Leader can be submitted to shradhananda@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).

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 shradhananda@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.