

Job Description: Program Assistant, Consent & Care

March 2026 – April 2027

Position: Program Assistant, Consent & Care

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: March 16, 2026– April 30, 2027

10 - 15 hours/week

Position Summary

The Program Assistant, Consent & Care (PA-CC) 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 Program Assistant, Consent & Care provides advanced support, leadership, and coordination for OSL's programs and services. The Program Assistant works 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.

As part of the Consent & Care Collective, this role supports the planning and delivery of student-facing initiatives that enhance the student experience. Collective 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. The A-CCC will act as a vital part of the OSL team, supporting the Coordinator, Student Sexualized Violence Prevention and the Consent & Care Collective, OSL's student-led and survivor-centered consent and relationship education program.

Key Duties

Under the supervision of the Coordinator, Student Sexualized Violence Prevention and within a dynamic programming team, the Assistant, Consent & Care Collective will:

- Co-supervise a team of casual student staff by facilitating training and team meetings, delegating tasks, and scheduling shifts
- Co-develop specialized training to support student leaders as peer educators, including training on core topics of sexualized violence, consent, caring relationships, facilitation, holding space and offering support
- Participate in ongoing learning to increase knowledge and skills in violence prevention, support skills, and facilitation

- Research and build knowledge of current and emerging trends related to consent, relationships, sexual and gender diversity, anti-oppression, and justice
- Support the CCC team in the planning and delivery of student-led engagement events on sexualized violence education and prevention, such as educational campaigns or awareness initiatives, student-led workshops, outreach, and peer support initiatives
- Support the development of student-facing educational materials (inclusive of web and social media-based resources, print materials, etc.) sexualized violence prevention, with focus on consent and care for community on and off campus
- Coordinate logistics, subject matter, and facilitation of Consent & Care Collective meetings
- Participate in consultation with diverse student communities and campus partners on the efficacy, accessibility, relevance, and campus-wide integration of curriculum and programming
- Assess programming utilizing diverse feedback methodologies for informed, continuous program revision
- Support in the recruitment, hiring, and training of CCC members
- Participate in campus-wide working groups and committees with focus in violence prevention and harm reduction
- Maintain inventory and ordering of print resources and harm reduction supplies in the Student Life Hub

Core Competencies

- Lived experience, and/or experience working with underrepresented students (e.g. 2SLGBTQIA+ students, Indigenous students, BIPOC students, International students, disabled students, first generation students, etc.)
- Presentation and group facilitation skills, with experience in multi-directional learning
- Ability to share information about campus and community resources in caring, thoughtful, and inclusive ways
- Passion for social justice, consent, and building caring communities
- Ability to communicate, relate, and empathize with sensitive lived experiences
- Dedication to creating safer, accountable spaces for student engagement
- Ability to work independently and in a team environment
- Experience in social justice education and/or community organizing
- Experience with, or knowledge of peer-based learning and support
- Knowledge of sexualized violence prevention, education, and response resources, supports, and promising practices in university and/or community settings
- Engagement in critical self-reflection, and an understanding of the wide variety of different experiences, challenges, and barriers students may encounter at UVic

The Office of Student Life acknowledges the sensitivity of this subject matter and recognizes the challenges of doing this work within a complex institutional setting. Within an office that prioritizes

mutual care and strong boundaries, this position requires the following skills to be engaged and developed:

- Setting and maintaining healthy workplace boundaries
- Engaging in practices that support wellbeing, work-life balance and sustainability
- Engaging in reflexive, reflective and introspective practices
- Contributing to a culture of mutually supportive peer dialogue with team members that encourages continual learning and unlearning

Additional Assets

- Experience working with university students or young adults, particularly in a leadership or mentorship role
- Interest in/knowledge of Transformative Justice practice and principles
- Familiarity with Harm Reduction philosophies

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 Assistant, Consent & Care Collective 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
- 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.

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

How to Apply

To apply for this position, please email your resume and cover letter to Niko Mumford Portlock, Coordinator, Student Sexualized Violence Prevention at nikomumford@uvic.ca by Sunday, February 22, 2026, at 11:59 pm.

Any questions about this position, or the application process, can be directed to nikomumford@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 nikomumford@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.***