

Student Leadership Facilitator Job Description

September 2026 – April 2027

Position: Student Leadership Facilitator

Remuneration: \$21.00/hour + 4% in lieu of vacation and benefits

Unit & Department: Office of Student Life, Student Affairs

Number of openings: 3

Position summary

The Student Leadership Facilitator position 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](#).

Working with the Student Leadership Coordinator, Student Leadership Program Assistant, and other members of the Student Leadership Facilitator team, this role supports the planning and delivery of student-facing initiatives that enhance the student experience. Student Leadership Facilitators 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.

Role expectations

- Facilitate small group discussion around student leadership and other topics related to student life at [Nourish + Flourish](#) dinner events (approx. 2-4 per term) and occasional Coffee Catch-ups (approx. 2-10 per term)
- Participate in prep, set up, delivery, and take down
- Review microgrant applications and participate in peer coaching sessions
- Review and make suggestions to ensure programming is inclusive, accessible, and relevant to all students
- Support the development and implementation of program evaluation and make suggestions based on student feedback for future events and programs
- Navigate sensitive, complex, and nuanced conversations in an inclusive manner
- Address concerns raised by community members with support from OSL staff

Summary of qualifications

- 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.
- Comfort with small group facilitation, guiding conversations, and/or presenter experience

- Ability to share information about campus resources in a caring, thoughtful, and inclusive ways
- Exercises good judgement and critical thinking
- Ability to communicate expectations, provide guidance and demonstrate empathy in response to varying sensitive matters
- Ability to work independently and in a team environment
- Passion for the student experience, student leadership, 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 while 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.

Employment term

- September 2026 - April 2027
- Approximately 80 hours total, with the anticipated distribution of hours as follow:
 - 75-80 hours – September, October, November, January, February, March
 - 0-5 hours – December, April

Eligibility

The Student Leadership Facilitator must:

- Hold status as a UVic undergraduate or graduate student for the full employment term
 - This excludes Continuing Studies students and students entering their first year at UVic
 - 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.
- Be legally entitled to work in Canada
- **Be available to work Mondays (approx. 3:00 p.m.-8:00 p.m.) and occasional shifts on Wednesdays and/or Thursdays (for 2.5-hour shifts between 8:30 a.m.-1:00 p.m.)**
- Have some availability for shifts during Orientation events (August 28-September 1, September 11)
- Complete training in September (dates will be scheduled based on team availability)

How to apply

Please indicate your interest in the Student Leadership Facilitator role by filling out the form below.

Apply now

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

Any questions about the application form can be submitted via email to Torry Harris (she/her) at taharris@uvic.ca.

Applications must be submitted by **11:59 p.m. on Sunday, March 15, 2026**.

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 taharris@uvic.ca if you require accommodations or support to apply. [Read our full equity statement](#).