

# Student Leadership Program Assistant Job Description

May 2026 – April 2027

**Position:** Student Leadership Program Assistant

**Hours:** 10-15 hours/week

**Remuneration:** \$24.00/hour + 4% in lieu of vacation and benefits

**Unit & Department:** Office of Student Life, Student Affairs

**Number of openings:** 1

## Position Summary

The Student Leadership Program Assistant 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 and Student Leadership Facilitator team, this role supports the planning and delivery of student-facing initiatives that enhance the student experience. The Student Leadership Program Assistant is 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

- Assist with the preparation, execution, and facilitation of [Nourish + Flourish](#) events and Coffee Catch-ups
- Co-supervise a team of 12 casual student staff (Student Leadership Facilitators) by facilitating training and team meetings, delegating tasks, and scheduling shifts
- Participate in a microgrant process by reviewing applications, making decisions regarding microgrant awards in an equitable manner that aligns with the program's values
- Participate in planning meetings and discussions with campus partners
- Review programming and provide recommendations to enhance inclusivity, accessibility, and relevance for all students
- Support the development and implementation of program assessment and evaluations, incorporating student feedback to improve future events and initiatives
- Support the recruitment, hiring, and training of Student Leadership Facilitators

## 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 group facilitation, guiding conversations, and/or presenter experience
- Passion for the student experience, community building, and student leadership
- 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
- 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
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Teams)

## Additional Assets

- 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
- Possess a broad knowledge and experience of campus and community resources (including academic, social, safety, health, and others)

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

- May 2026 - April 2027
  - 10-15 hours/week
  - This position is hybrid, allowing for some remote work as well as some in-person shifts, meetings, and event support.

## Eligibility

The Student Leadership Program Assistant 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. 2:00 p.m.-8:30 p.m.) and shifts during work hours (8:30 a.m.-4:30 p.m., Monday-Friday) during the academic year

## How to apply

To apply for this position, please email your resume and cover letter to Torry Harris (she/her) at [taharris@uvic.ca](mailto:taharris@uvic.ca) with the subject line: "Student Leadership Program Assistant position."

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 can be submitted via email to Torry at [taharris@uvic.ca](mailto:taharris@uvic.ca).

Applications must be submitted by **11:59 p.m. on Sunday, February 22, 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](mailto:taharris@uvic.ca) if you require accommodations or support to apply. [Read our full equity statement](#).*