

# Program Resource Centre Advisor 2024-2025

Job Information



University  
of Victoria

Residence Services

## **JOB OVERVIEW**

UVic Residence Services is seeking to hire students interested in supporting student staff in their programming efforts for the position of Program Resource Centre Advisor (PRCA) in the 2024-25 Academic Year. The foundation of this position is to staff a resource space that inspires creative and effective programming while offering coaching and programming support to Residence student staff.

Residence Services is a unit within the division of Student Affairs that provides accommodation, programming, support, and education to the on-campus student community as well as a summer conferences operation for off-campus customers. Residence Life & Education, the department within Residence Services for which PRCAs work, aims to support the learning and personal development of all residents within a safe and welcoming community.

The PRCA is a part-time student leadership position integral to the design and implementation of educational events, community building initiatives, and active and passive programs for over 2300 diverse residents. PRCAs work in the Program Resource Centre (PRC) to design, create, promote, and update programming resources for use by Residence Life & Education staff. They also offer coaching and feedback to elevate the quality of programs facilitated by their student staff colleagues. PRCAs report to the Residence Coordinator, Student Development.

The Program Resource Centre Advisor is a spring term appointment (start date as soon possible, job end date April 30, 2025). PRCAs work up to 325 hours during the spring term (pro-rated to job start date) working approximately 15-20 hours/week at the PRC and/or at PRC-related events. PRCAs can expect to work some evenings and weekends coinciding with PRC operating hours. Some shifts are likely to be scheduled during Community Leader in-nights. Due to operational requirements, PRCA staff cannot hold another student staff position with Residence Services during the academic year.

## **DESIRED QUALIFICATIONS**

- Demonstrated ability to plan, organize, and facilitate group activities, programs, and events that are accessible to students with diverse genders, identities, and social locations
- Ability to create posters, flyers, and other visual media using digital and manual tools
- Demonstrated coaching and mentorship skills to reach a wide range of student staff, and the ability to address student and student staff needs
- Exceptional organizational and decision-making skills
- Strong written and verbal communication skills and the ability to listen and respond effectively
- Proven ability to work effectively independently and on project-based work as well as part of a collaborative team environment

## **ROLE REQUIREMENTS**

Specific role duties and requirements can be found in the [PRCA Job Description](#). Additional requirements include:

- Understanding of the various dynamics of living in a communal residence setting
- Must be registered as a full-time student at UVic during the 2025 spring term
- Must be available for meetings during normal business hours
- Must be available for shifts that include a mix of business, evening, and weekend hours

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## **REMUNERATION & BENEFITS**

The Program Resource Centre Advisor position is represented by [CUPE 4163](#).

**Gross Pay** (pay before deductions) will be \$18.87 per hour. PRCAs are expected to work 325 hours between January and April (pro-rated at start date). The PRCA position will receive an additional 4% vacation pay (in lieu of paid vacation).

**Deductions** during each pay period will include mandatory statutory deductions (Canada Pension Plan, Employment Insurance, Union dues, and taxes).

PRCA staff are eligible for on-campus housing (dependant on room availability) if desired but are not required to live on campus.

## **APPLICATION INFORMATION**

Interested candidates should apply by email to [applyrle@uvic.ca](mailto:applyrle@uvic.ca). **Please include a resume and a cover letter with your answers to the following questions:**

1. Why are you interested in the PRCA role and how does your previous experience prepare you for 1-2 key responsibilities of the role (please refer to the [PRCA Job Description](#))?
2. Based on your own experience or research, please describe at least 2 key indicators of a successful event or program for residents. How would you plan and advertise an event or program to ensure these success metrics were achieved?

If you have any questions, please contact [applyrle@uvic.ca](mailto:applyrle@uvic.ca).

Application Deadline: **January 27, 2025, at 4pm**

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We actively encourage applications from members of groups experiencing barriers to equity. Read our full equity statement here: [www.uvic.ca/equitystatement](http://www.uvic.ca/equitystatement)

Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact Annie Wu, Training & Assessment Specialist, at [restas@uvic.ca](mailto:restas@uvic.ca).