

Summer Community Assistant 2025

Job Information



University
of Victoria

Residence Services

JOB OVERVIEW

UVic Residence Services is seeking students interested in fostering supportive relationships with students living in residence and engaging in personal growth and development for the position of Summer Community Assistant (SCA) in the summer of 2025. The foundation of this position is to develop a supportive, inclusive, and safe community for summer residents and assist the Residence Services department with strategic projects and initiatives to improve the Residence Life program.

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 SCAs work, aims to support the academic and personal development of all residents within a safe and welcoming community.

The SCA is a part-time live-in student leadership position integral to building community within UVic student residences. The SCA position is a four-month appointment from early May 2025 to mid August 2025, working approximately 12 hours each week. SCAs report to the Neighbourhood Manager (NM) and act as the primary peer support to assist summer residents' academic and social transitions to and through the summer term at UVic. This role involves facilitating frequent in-person programming, developing community building initiatives and peer support, and may also serve as the first point of contact during critical incident and/or crisis situations. SCAs apply their training from previous Residence Life & Education positions and receive additional training in line with the unique SCA expectations.

Summer term residents often live in residence for a short amount of time as they complete condensed courses, meaning that the turnover rate is quite high. These residents have also typically completed their first year of courses and may have lived in Residence previously. As a result, this role focuses more on programming, community building and peer support than the CL position.

DESIRED QUALIFICATIONS

- Demonstrated strong commitment to supporting teammates and working collaboratively
- Demonstrated approachability and skill in fostering engagement among residents with diversity (e.g., gender, race, ethnicity, religion, and neurodiversity)
- Shown strong commitment to building a safe and supportive community among residents
- Proven ability to manage multiple priorities and flexibility working in a dynamic environment
- Proven ability to understand and follow departmental policies and procedures in emergent and crisis situations
- Demonstrated strong written and verbal communication skills and ability to listen and respond effectively
- Demonstrated strong administrative skills including managing schedule effectively, meeting deadlines consistently, and submitting required paperwork accurately

ROLE REQUIREMENTS

Specific role duties and requirements are outlined in the [SCA Job Description](#). Additional requirements include:

- Preference will be given to candidates who are full-time students at UVic during the period of employment. *International students should confirm course requirements to ensure they meet the requirements of their visa.*

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- Must have at least one year experience in previous Residence Life and Education live-in student staff position or comparable role.
- Must be in good standing with Residence Services (including financial and current conduct record)
- Must be available to work from early May to mid August 2025

REMUNERATION & BENEFITS

The SCA position is represented by [CUPE 4163](#).

Gross Pay (pay before deductions) will be equal to 50% of the cost of room and board (a single residence room with a standard meal plan for the summer semester, based on 2024-25 rates), spreading over 8 pay periods. This amounts to \$3688.00 for the full duration of the appointment in summer 2025.

- The SCA position receives 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).

A remuneration letter will be sent to staff, once hired, confirming both payment and residence fee amounts.

As this is a live-in position, student staff are responsible for paying housing fees to Residence Services as a lump sum each term or month-by-month. These fees may vary depending on your placement type. Placement types will vary depending on accommodation offered to residents during the summer session. SCAs will receive a 15% deduction off the cost of their accommodation.

APPLICATION INFORMATION

Interested candidates apply through the [Residence Services Housing Portal](#), under Employment Application. Questions can be directed to applyrle@uvic.ca. If you are not a current UVic student, please email applyrle@uvic.ca for further instructions.

Application Deadline: February 18, 2025

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

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.