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**JOB DESCRIPTION**

Programme Resource Centre (PRC)  
Advisor 2017-2018

**RESIDENCE LIFE MISSION**

To provide a safe and secure living and learning environment where residents have access to educational opportunities and related co-curricular programs that promote personal growth and academic success.

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**JOB SUMMARY**

Under the direction of the Coordinator Residence Events and Programme Resource Centre (C-REPRC), the PRC Advisor supports the mandate of Student Housing and Hospitality Services by being a resource at the Programme Resource Centre for Residence Life staff. Responsibilities include researching, designing, creating, promoting, and updating programming resources for use by other Residence Life staff and providing programming support for advisors. The PRC Advisor is not required to live in residence.

**ORGANIZATIONAL STATUS**

The PRC Advisor reports to the C-REPRC. The PRC Advisor works in co-operation with other Residence Life staff, and other Student Housing and Hospitality Services staff.

**WORK PERFORMED — BASIC DUTIES AND RESPONSIBILITIES**

**STAFF TRAINING AND DEVELOPMENT**

- Participate in Advisor Orientation training in August, and any additional training sessions held during the employment term.
- Attend the Student Leadership Conference.
- Coordinate orientation tours of the PRC for Residence Life staff.
- Organize additional training sessions for Residence Life staff as required.
- Attend staff meetings.

**RECEPTION DESK COORDINATOR**

- Welcome Residence Life staff to the PRC.
- Assist with operation and inventory of equipment, supplies and resources.
- Keep accurate records that reflect who, when and how the PRC is being used.
- Perform administrative tasks such as data entry, filing, and answering phones.

**LEADERSHIP AND SUPPORT**

- Run programs with the PRCA team each term to support the work of Residence Life staff.
- Develop passive programming for Residence Life staff for display in the PRC.
- Lead individual program coaching sessions with Residence Life staff and provide informal coaching as required.
- Complete one outreach hour per week outside of scheduled PRC shifts.

**COMMUNICATIONS**

- Update and enhance the PRC website.
- Coordinate and contribute to a weekly blog.
- Update the PRC bulletin boards regularly.
- Research, design, promote and update the Passive Programming Resource Cabinet (PPRC).
- Assist with communications initiatives when students move into residence.
- Fluency in Microsoft Office, Adobe Photoshop, publishing software and printing equipment is preferred.

### **RESIDENCE OPENING DAY ASSISTANT**

- Assist with Opening Day task list completion for all residence areas.
- Assist with preparing and printing marketing and communication materials for staff, parents, and students.
- Assist with recruitment and training of Opening Day Volunteers.
- Available and present to assist on Residence Opening Day.
- Assist with wrap-up – including the collection of materials and resources - following Opening Day.

### **ADMINISTRATIVE DUTIES**

- Be familiar with the policies and procedures of Student Housing and Hospitality Services as outlined in training manuals, the Residence Contract, and other departmental publications.
- Complete verbal and written reports promptly.
- Know and observe residence and university rules and regulations.
- Set an exemplary standard of conduct while in residence and/or in the company of other residents at all times.
- Assist with Residence Advisor recruitment and selection. Participate in carousel interviews.
- Perform other duties as assigned.

### **REQUIREMENTS/CONDITIONS OF EMPLOYMENT**

- Be a registered UBC student and maintain an academic standing of 65%.
- Work approximately 15-20 hours per week at the PRC and/or at PRC-related events. Weekly schedules include regular days, evenings and weekends.
- Not required to live in residence.
- Other employment or extra-curricular activity must be discussed with and approved by the C-REPRC before the PRC Advisor can commit to it. Five to ten hours per week of additional employment or extra-curricular activities is a guideline.
- Prior to signing an employment contract for the PRC Advisor position, proposed time away for academic practicums, placements, field school, etc. must be discussed with and approved by the PRCC.
- Time away from work must be requested and authorized by the C-REPRC well in advance.
- The PRC Advisor may re-apply for a position in Residence Life in subsequent years and will participate in a hiring process for returning applicants. Previous employment does not guarantee a future position in Residence Life.

### **TERM OF APPOINTMENT**

May 2017 to April 28, 2018.

### **REMUNERATION**

\$10,680 for the term of the appointment.