

# Programme Resource Centre Advisor (PRCA) 2025–2026



## Job Description

### 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.

### Job Summary

Programme Resource Centre Advisors (PRCAs) help enhance the residence experience by using a peer-to-peer approach to support staff and students in their efforts to build community in residence. PRCAs do this by facilitating connections between residence staff and council members, and connections between staff, students and the available resources in residence and on campus. PRCAs are experienced student leaders who are dedicated to increasing resource knowledge for themselves and others, and looking to enhance their skills in team work, community development, administration, and large program coordination and logistics.

The PRCA supports the mission of UBC Residence Life within Student Housing and Community Services by being a resource at the Programme Resource Centre for Residence Life staff and council members. Responsibilities include researching, designing, creating, promoting, and updating programming resources for use by other Residence Life staff and providing programming support for Residence Advisors and council members. The PRCA is not required to live in residence.

### Organizational Status

The PRC Advisor reports to the Manager, Residence Education (MRE) and works in cooperation with other Residence Life staff, members of residence councils, SHCS Facilities and Building Services staff, SHCS IT, and residence front desk staff.

### Work Performed

#### *Reception Desk Support*

- Welcome Residence Life staff and Council members 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.
- Coordinate and facilitate orientation tours of the PRC for Residence Life staff and Council members.
- Support and coach PRC users in their program development, equipment use, and make resource referrals.

#### *Activity and Event Planning Support*

- In collaboration with the PRC team, run programs each term to support the work of Residence Life staff.
- Develop exemplary passive programming aimed at Residence Life staff for display in the PRC.
- Lead individual program coaching sessions with Residence Life staff and provide informal coaching as

required.

- Understand the Residence Life community-building model and expectations for both first-year and upper-year communities, which is outlined during Advisor Orientation training.

### ***Communications***

- Update and enhance the PRC website.
- Update the PRC bulletin boards regularly.

### ***Administrative Duties***

- Be familiar with the policies and procedures of Student Housing and Community Services as outlined in Residence Advisor training materials and the Residence Contract, and other departmental publications.
- Know and observe residence and university rules and regulations.
- Set an exemplary standard of conduct while in residence and/or the company of other residents at all times.
- Provide, review and respond to regular updates from MRE; this includes but is not limited to completing regular written and verbal reports.
- Perform other duties as assigned.

### ***Training and Development***

- Attend and participate in PRC Advisor Training in May and Advisor Orientation training, starting in late August, and any additional training sessions throughout the year.
- Attend regular staff meetings and regularly scheduled one-on-one meetings with the MRE.
- Receive ongoing feedback from the MRE.
- Organize additional training sessions for Residence Life staff as required.

## **Confidentiality**

- Confidentiality in the PRCA role necessarily extends to the MRE; PRCAs are expected to share significant student interactions.
- PRCAs are privy to sensitive student information and must therefore maintain strict adherence to all policies and guidelines related to privacy and confidentiality.
- Confidentiality extends into future years beyond the term of employment.

## **Consequence of Error/Judgement**

Error could result in legal action, financial loss, decreased student, parents and staff satisfaction, student retention and recruitment. Department and university credibility and image are strongly impacted by the success of residence Opening Day and ongoing interactions with students, parents, campus organizations and the community at large. Poor performance could result in failure to provide a comprehensive residential educational experience for students, as mandated by the University and the Department of Student Housing and Community Services.

## **Supervision Received**

The PRCA reports to the Manager, Residence Education (MRE). PRCAs meet periodically with the MRE to discuss student leader programming needs, matters related to operation of the PRC, and to review completion of job expectations. The PRCA is expected to escalate concerns related to the safety and working order of all equipment in the PRC and supply inventory to the MRE.

## **Supervision Given**

None.

## **Minimum Qualifications**

- Be a registered UBC student and maintain an academic standing of 65%.
- Satisfactory completion of a criminal records check.

## **Preferred Qualifications**

- Fluency in Microsoft Office, Canva or Adobe Photoshop, publishing software and printing equipment is preferred.
- Excellent leadership, communication and interpersonal skills.
- Effective organization, time management, critical thinking and problem-solving skills.
- Ability to work collaboratively.
- Experience with event planning.
- Strong written and oral communication.
- Ability to lift and move (pushing and pulling) items varying in weight (up to 30 lbs.)