



Program Resource Advisor 2025-2026 Job Description

JOB SUMMARY

Program Resource Advisors support the mandate of the Student Housing and Community Services by supporting Residence Life program goals and initiatives in the residence community. Under the direction of the Residence Life Manager (RLM), the Program Resource Advisors (PRAs) use a peer-to-peer approach to support and facilitate the programming initiatives of Residence Advisors. This role is responsible for enhancing the residence experience by supporting the development of residence initiatives and residence committees.

RESIDENCE LIFE MISSION

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

COMMITMENT TO EQUITY AND INCLUSION

Equity and diversity are essential to academic excellence and healthy residence communities. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit or Indigenous person.

ORGANIZATIONAL STATUS

All Program Resource Advisors report directly to the RLM. Program Resource Advisors work in collaboration with members of the university community, Residence Front Desk staff, housekeeping/maintenance staff and Student Housing and Community Services office staff.

WORK PERFORMED — BASIC DUTIES AND RESPONSIBILITIES

Community & Advisor Support

- Be present and available in the Residence Life Staff community and act as a resource for Residence Advisors by hosting scheduled office hours in the Program Resource Centres.
- Offer program coaching and fostering community among the Residence Life Staff Team.
- Lead residence initiatives and committees by serving as a Committee Chair.
- Create and regularly update Residence Life communications including bulletin board displays for the PRCs and PRC website.
- Conduct scheduled one-on-one meetings with the Residence Advisors to support programming goals.

Residence Standards

- Know and observe the residence contract as well as university rules and regulations.

- Respond in a timely and appropriate fashion when violations occur. This includes investigating and documenting all violations in a timely fashion.
- Set an exemplary standard of conduct while in residence and/or the company of other residents at all times.

On-Call Rounds & Response

- Perform on-call shift responsibilities, including patrolling residence areas on foot (may require walking alone within the residence area at night).
- Address situations whenever in residence. Respond to student concerns and any emergency that may arise.
- Communicate with the RLM and or Front Desk staff as appropriate for serious afterhours concerns.

Meetings & Administration

- Submit regular documentation through eRez as per the RLM's instruction.
- Respond to communication pertaining to their role in a timely manner.
- Monitor supplies in the PRCs, and communicate restocking needs to a RLM on a regular basis
- Perform others duties as assigned.

Staff Training & Development

- Participate in Senior Advisor and Advisor Orientation training prior to the beginning of the academic year (August Training) and supplemental in-service training throughout the academic year.
- Develop foundational knowledge in competencies including: community building, student support with respect to diversity, equity, inclusion, and indigeneity, conflict mediation, mental health literacy, awareness of campus resources, and more.
- Create and deliver professional development workshops for the Residence Advisors during regular team meetings.
- Attend regular staff and administrative meetings, and regularly scheduled one-on-one meetings with your RLM.

CONFIDENTIALITY

- Confidentiality in the Program Resource Advisor role necessarily extends to the RLM. Advisors are expected to share significant student interactions.
- Program Resource Advisors are privy to sensitive student information and must therefore maintain strict adherence to all policies and guidelines related to confidentiality and privacy.
- This strict confidentiality requirement extends into the future beyond the term of employment.

SUPERVISION RECEIVED

Program Resource Advisors meet periodically with a RLM to discuss student concerns, matters related to student engagement in their assigned community, and to review completion of job expectations. The Program Resource Advisor is expected to discuss matters of student wellbeing and community conduct with a RLM. This includes escalating concerns to the attention of a RLM in a timely manner.

SAFETY

Program Resource Advisors prioritize their own safety and then the safety of others. This means always following relevant protocols and procedures outlined during Advisor Training, supporting residents with timely and appropriate referrals, promptly escalating safety concerns to the RLM, and never hesitating to contact the RLM or 9-1-1 as needed.

MINIMUM QUALIFICATIONS

- Be a registered UBC student and meet the requirements to live in the assigned residence area.
- Have previously been a Residence Advisor.
- Provide satisfactory completion of a criminal record check.
- Be in good academic standing at the time of application and throughout the employment term.
- Purchase a residence meal plan if the assigned residence area requires participation in a meal plan.

PREFERRED QUALIFICATIONS

- Have lived in on-campus housing.
- Strong interpersonal skills and a high degree of approachability.
- Demonstrated ability to interact positively with an intersectional community with various needs.
- Ability to be a strong academic role model.
- Ability to work collaboratively.
- Experience with event planning.
- Strong written and oral communication.

TERM OF APPOINTMENT

For the period of August 13th, 2025 to April 26th, 2026 only. *

REMUNERATION

For the term of appointment, a Program Resource Advisor receives \$11,016.¹¹, paid in semi-monthly installments. *

**Please note that dates and remuneration are based on the current contract period and are subject to change. Amounts are inclusive of vacation pay.*