

## 2024/2025 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** UVSS 32 - Peer Support Centre Assistant

**DEPARTMENT NAME:** UVic Students' Society, Board of Directors

**CONTACT NAME:** Laila Casado

#### JOB DESCRIPTION:

The University of Victoria Students' Society (UVSS) operates a Peer Support Centre (PSC) in the basement of the Student Union Building (SUB).

This space provides an open and comfortable area for students to relax and talk to qualified volunteer peer helpers. This dynamic team of students is committed to providing valuable peer support resources and programs to the university community.

You will help coordinate volunteer peer helpers, organize regular meetings for volunteers, staff the Peer Support Centre, provide support to students, and promote the Centre's location and services to the broader campus community.

The Peer Support Centre Assistant reports and is responsible to the UVSS Board of Directors through the Research and Communications Manager.

#### DUTIES:

1. Provide non-judgmental guidance and support to volunteers and students accessing the service.
2. Staff the PSC and facilitate peer support sessions with students.
3. Refer students to campus and community services based on their needs.
4. Help coordinate PSC volunteers and their schedules.
5. Help monitor the Peer Support Centre email, Facebook and Instagram accounts, and respond to messages in a timely manner.
6. Help coordinate events, including training and workshops on mental health.
7. Promote the PSC's location and services to all students.
8. Help organize regular professional development opportunities for volunteers.
9. Ensure that all clients and volunteers are aware of and uphold the PSC's Community Agreements and other policies.
10. Report any issues to the Research and Communications Manager and/or the UVSS Executive Director.
11. Other duties as assigned.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM  
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

## QUALIFICATIONS:

### Required

1. A passion for increasing access to and destigmatizing mental health support and services.
2. Empathy and active listening skills.
3. Demonstrated ability to work independently with little supervision, and to work effectively as part of a team.
4. Professional communication and interpersonal skills and ability to build relationships with a diversity of students and community partners.
5. Understanding of the UVSS and student mental health issues.
6. Good organizational and problem-solving skills.
7. Experience working in community- and/or collaboration-focused work.
8. Ability to accept people for who they are and to provide supportive, non-judgmental service to others.
9. Ability to develop and maintain healthy boundaries and a respect for confidentiality.

### Preferred

1. Experience coordinating volunteers.
2. Experience creating safer spaces and working to reduce stigma.
3. Preference will be given to upper-year students in psychology, social work, child and youth care, or related fields.

**JOB LOCATION ON-CAMPUS:** Student Union Building, Peer Support Centre, B035.

**WORK STUDY WAGE:** \$18.50/hour (including 4% vacation pay)

**HOURS AVAILABLE:** 125

**HOW TO APPLY:** Please email your resume and cover letter to:  
[execdir@uvss.ca](mailto:execdir@uvss.ca)  
attn: Laila Casado, UVSS Executive Director