# PEA Job Description

## 1. Position Identification

<table>
<thead>
<tr>
<th>Position Number</th>
<th>991881</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Curriculum and Engagement Coordinator</td>
</tr>
<tr>
<td>Department</td>
<td>Office of Student Life, Division of Student Affairs</td>
</tr>
<tr>
<td>Reports to</td>
<td>Manager, Student Life</td>
</tr>
<tr>
<td>Number of Direct/Indirect Reports</td>
<td>Direct 0, Indirect 20-30</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SG 6</td>
</tr>
<tr>
<td>Last Updated</td>
<td>February 2019</td>
</tr>
</tbody>
</table>

## 2. Position Summary

The Student Services department includes a diverse range of services including Health, Counselling, Residence, Centre for Accessible Learning, the Office of Student Life, Academic Advising, and International Student Services.

The Office of Student Life provides pro-active educational programming for students by developing and delivering programs to advance UVic’s response to student mental health issues, sexualized violence awareness and prevention, and in other areas that support under-represented student populations. The Office of Student Life (OSL) is also responsible for the investigation and resolution of non-academic student misconduct allegations, and supports the coordination and response for high-risk student issues that require case management support.

Reporting to the Manager of Student Life, the Curriculum and Engagement Coordinator is responsible for the coordination and delivery of campus-wide programming and training; and the creation of curriculum, promotion materials, and web/written materials related to sexualized violence prevention, LGBTQ+ support, and gender diversity for the Office of Student Life.

## 3. Key Responsibilities and Expectations

<table>
<thead>
<tr>
<th>Key Responsibilities. % of time</th>
<th>Expectations:</th>
</tr>
</thead>
</table>
| Coordination of campus-wide student training and programming 50% | • Research and assess current training/programs related to sexualized violence prevention, LGBTQ+ support, and gender diversity at UVic and other comparator institutions.  
• Project manage and develop timelines and budgets for programming.  
• Develop curriculum for student training and programming including manuals and all related training materials.  
• Consult with students to ensure that curriculum is student informed and reflects the current needs of UVic students. |
- Assist with hiring, training and professional development for facilitators including providing support and evaluating program delivery.
- Update curriculum regularly.
- Work collaboratively with similar training on campus.
- Create final program reports including budget reconciliation and recommendations for future improvement.
- Work with external suppliers as required. Ensure all relationships and purchases are in adherence with applicable policies.
- Seek consultation to ensure programming is inclusive of diverse student perspectives (e.g. Indigenous, international, LGBTQ+ students).

**Promotion and communication 30%**
- Promote OSL’s sexualized violence prevention programming through social media, faculty communication, and appropriate student groups.
- Maintain and update web content.
- Research and develop materials that reflect trends in higher education, OSL goals and objectives, and current student population at Uvic.

**Coordination of Student Life Leadership Program 20%**
In collaboration with the Student Leadership and Engagement Coordinator:
- Coordinate student leader training in topics related to sexualized violence prevention, gender, and LGBTQ+ allyship.
- Support student leaders with programming and events.
- Facilitate meetings, training sessions, and team building activities for approx. 20-30 student leaders.
- Facilitate the recognition of student leaders.
- Supervise a part-time student staff position including delegating tasks, reviewing work and offering feedback, and providing guidance and support.
- Assist with the evaluation of student leadership programs and determining and implementing recommendations for improvement.

4. **Classification Factors:**

**Problem-Solving:**
Takes a collaborative approach working with stakeholders with occasional competing interests to develop and deliver programs. Responds appropriately to sensitive issues when delivering student programming.

**Responsibility for Financial & Material resources:**
Develop and recommend budgets for programs as well as evaluate and make recommendations to management on a number of possible resources, tools and initiatives that align with the goals of the Office of Student Life.
Responsibility for Human Resources:
This position has informal authority to delegate certain tasks to staff involved in related projects and initiatives, as required. In collaboration with the Student Leadership and Engagement Coordinator, this position will coordinate a large number of volunteers (20-30) but will not directly supervise other employees.

Impact of Decisions and Actions:
This position is accountable for the facilitation of sexualized violence initiatives across the university. Effective development and delivery of initiatives will assist the university in its efforts to: provide effective support to students, educate students on key issues, and enhance student retention and success. In consultation with the Manager, Student Life, the coordinator will make decisions on the content and delivery of Office of Student Life programming that will broadly impact student groups and the university’s reputation.

Independence:
This position reports to the Manager of Student Life and works as part of the Office of Student Life team. The work is primarily self-directed and is expected to be carried out with a degree of autonomy, recognizing what is within scope and mandate. Due to the sensitive nature of the topics that this position will be engaged in, the incumbent is required to have excellent judgment and be able to respond in the moment and make decisions informed by research and good practices in the area of sexualized violence prevention.

5. Summary of qualifications:
This position requires an Undergraduate Degree in a related field and 2 years of related experience in higher education or similar environment, or an equivalent combination of education and experience.

Knowledge of:
- Student leadership and student development theory including the particular needs of students with disabilities, and graduate, Indigenous and international students;
- Social justice and current trends in sexualized violence prevention;
- Assessment principles and practices including evaluative tools and data analysis;
- Campus and community programs/services related to sexualized violence.

Experience:
- Leading/mentoring students;
- Organizing large scale programs/initiatives;
- Handling confidential information, monitoring budgets effectively;
- Developing and teaching workshops/training;
- Working directly with students and student groups from diverse populations;
- Developing and delivering programming and/or presentations.

In addition, this position requires:
- An ability to conduct and manage difficult conversations;
- An ability to protect confidentiality;
- Attention to detail and strong planning and organizational skills;
- Demonstrated, strong interpersonal skills in a collegial environment;
• An ability to work under pressure, meet tight deadlines and effectively handle changing priorities;
• A high level of professionalism, and ability to deal with sensitive issues with tact, diplomacy and compassion;
• Proficiency in the use of standard office equipment and software;
• Excellent written/oral communications skills;
• Excellent research and analytical skills;
• Exceptional presentation and group facilitation skills.

Continued success in the position requires:
• Working effectively with academic and administrative colleagues and student organizations;
• Sound knowledge of student development theory, contemporary student health and wellness issues;
• Being responsive to changing student and institutional needs;
• Ability to establish and maintain effective, collaborative and harmonious working relationships.

<table>
<thead>
<tr>
<th>Employee's Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager's/Supervisor's Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>