Position Summary

The Community Life Intern role is a member of the Community Life portfolio and is responsible for providing leadership, guidance, and execution for important residence-wide events and supporting residence life through dedicated programming.

Each year Residence Services works to facilitate multiple high-level programs for the benefit of members of the residence community. Such programs include: Residence Community Awards, Community Life Fund, student staff year-end banquet, residence community wear, and resident care packages. They will also be instrumental in supporting the Community Life team by managing the student staff programming spaces including ensuring they are properly stocked for programming efforts, fulfilling requests for programming supplies through the “tuck shop”, and helping develop large-scale Community Life programs.
This position also plays a key role in other important Residence Services events throughout the year, including recruitment events. The appointed candidate will gain experience in program and event planning, budgeting, team development as well as gaining paraprofessional residence life experience.

**Responsibilities**

- Work with the Community Life team to develop, manage, and execute residence wide programs such as: Residence Community Awards, Community Life Fund, and residence care packages.
- Support the Community Life student staff by managing the residence programming spaces and organizing the student staff year-end banquet.
- Promote Community Life in residence by managing the community wear program including the designing, ordering, and financials of the program.
- Develop large-scale Community Life programs to bring residents together and promote community.
- Oversee application and approval process for the Community Life Fund with communications colleagues to promote the existence of the fund and the programs that get approved through the fund.
- Work with the Residence Services team to plan and implement large recruitment and retention events throughout the year.
- Assemble and distribute a weekly update e-mail to all Community Life student staff (RAs and SRAs)
- Oversee the “tuck shop” by fulfilling orders for programming supplies from student staff
- Displays attitudes and behaviours consistent with those of a positive role model for the community
- Upholds the Residence Community Standards, the Residence Agreement, the House Rules and the Code of Student Behaviour.
- Displays a solid academic performance.
- Displays attitudes and behaviors that are equitable and fair towards other community members.
- Attends regularly scheduled one-on-one meetings with the Supervisor, Residence Life (Community Life).
- Conduct various research projects as directed, focused on Community Life evaluation and assessment.
- Other duties as assigned.

**Skills and Qualifications**

- Must be enrolled as a student at the University of Alberta with a minimum of a 2.5 GPA.
- Must have strong organizational, facilitation, and presentation skills
- Communicate effectively to groups and individuals (verbally and in writing)
  - Ability to write and speak fluently in French is an asset but not necessary
- Strong collaboration, critical thinking, conflict resolution and problem solving skills
- Ability to self-manage, prioritize independently, care for one’s own health and wellness, and be open to continued learning and development
- Must be available for dates of employment and attend training sessions.
- Previous Residence Life work experience is an asset but not necessary.
- Previous experience living in residence is an asset but not required.
Must abstain from student teaching or participating in co-op work terms that take place outside of Edmonton city limits and/or that reduce availability for responsibilities.

**Expectations**

- Maintain full-time student status at the University of Alberta in Fall 2022 and Winter 2022 with a minimum 2.5 GPA.
- Not engage in any behaviour or activity while living in residence that damages the reputation of the residence community, Residence Services or the University of Alberta.
- Agree to behave according to the expectations listed above, the [Community Standards](#), the [Residence Agreement](#), the [House Rules](#), and the [Code of Student Behaviour](#). Failure to do so will result in the possible termination of the role.
- Proof of full vaccination against COVID-19 in compliance with the University's COVID-19 Vaccination Directive. Fully Vaccinated means a status an individual achieves 14 days after having received the recommended number of doses of a COVID-19 vaccine approved by Health Canada or the World Health Organization, and requires the individual to maintain the recommended number and type of vaccine doses as updated and required by Health Canada thereafter.

* This position is not required to live on campus during the term of employment. If the successful candidate chooses to live in residence, note that all residents are responsible for the associated costs of their community.

**Statement on COVID-19 pandemic**

The number of residence student staff required may be impacted by changes in the global pandemic, provincial public health guidance, and university decisions. These impacts are unpredictable and unfortunate. Student staff positions will be a function of the demand within our residence system. However, if demand goes down, we could see reductions from the initial offers that go out in March 2022. If there are any changes that occur as a result of the COVID-19 pandemic you will be notified as soon as possible by Residence Life staff.

*View All Residence Job Postings*

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.