GRAPHIC DESIGN, VIDEO & TECHNOLOGY INTERN
Residence Services–Job Posting

2022-23 Academic Year

<table>
<thead>
<tr>
<th>Number of Positions</th>
<th>1</th>
</tr>
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<tbody>
<tr>
<td>Employment Dates</td>
<td>May 2, 2022 - April 30, 2023</td>
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<tr>
<td>Pay Rate</td>
<td>$19.01 per hour, plus 1.5% Vacation Pay: 4% of base pay (in lieu of vacation) Statutory Holiday Pay: 5% (in lieu of statutory holidays)</td>
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<tr>
<td>Hours</td>
<td>Varied Hours Approximately 35 hours per week from May 2 - August 31 Approximately 15-20 hours a week* during Academic Year (September 2021 - April 2022) *Will include some evening and weekend work</td>
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<tr>
<td>Type</td>
<td>Casual Level 1 Student Staff</td>
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<tr>
<td>Department and Division</td>
<td>Campus Services Residence Services - Residence Life</td>
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<tr>
<td>How to Apply</td>
<td>Complete application through BearsDen here Link also available on our website once applications open Applications open Tuesday, January 5, 2022 Applications close Sunday, January 23, 2022 at 11:55pm</td>
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Position Summary

The Graphic Design, Video and Technology Intern (GDVTI) coordinates the design of visual materials and use of various technology tools/apps to support staff training and student engagement.

The GDVTI coordinates Residence Services’ blended learning training materials, including the online student staff training E-Class course, and Residence Service’s Expedition:Connect virtual platform. The position also focuses on developing visual materials to accompany staff training and online student orientation in residence such as infographics, videos, and interactive elements of education modules that enhance engagement and information retention. The position will also assist with the use and development of online platforms used for staff training and student engagement such as E-class/Moodle, Articulate Rise, BaseLine Campus Labs, Guidebook, Mailchimp, social media platforms and other apps and platforms. Furthermore, The successful
candidate will also be responsible for designing various visual systems and applying them to various collateral for events and promotional campaigns. This includes logos, print material and digital material.

This position is designed as an advanced student work opportunity for those interested in gaining experiences in graphic design, photography, video editing, and educational technology in a student affairs context. The position will also work as part of the Residence Life Team in providing direction to the Residence Life program at the University of Alberta.

**Responsibilities**

▸ Support Residence Services Student Staff Training, which includes:
  ▹ Design collateral materials for student staff training based on a given theme including logo, swag items, stickers, newsletter template, Google Slides template, etc.
  ▹ Coordinate all aspects of the online residence Student Staff training course, including enrolment, updating and editing content according to colleague feedback, and troubleshooting during training. Our online training course is based in the E-Class Moodle platform, and makes use of Articulate Rise to present online interactive training content.
  ▹ Coordinate components of online scheduling platforms (such as Guidebook) for training and other large-scale residence events to communicate complex, multi-day schedules.
  ▹ Develop new videos (including Storyboarding, filming, and editing video content) that enhance learning of online or classroom training content
  ▹ Develop interactive activities within the online modules to improve content retention and understanding
  ▹ Develop and update course graphics, ensuring the course maintains a consistent style guide
  ▹ Develop and maintain a friendly competition amongst student staff to encourage social media engagement during the training program
  ▹ Photograph sessions and activities during student staff training for future use in promotional materials

▸ Coordinate elements of the online Expedition:Connect e-class course which includes:
  ▹ Updating and editing existing content based on research, staff feedback and current trends
  ▹ Develop a student engagement plan outlining how students will engage with the orientation course from before they move in to residence, until the end of the academic year
  ▹ Maintaining the current course through discussion board moderation, contest development, ongoing course engagement (weekly posts, new modules)
  ▹ Storyboarding, filming, and editing engaging video content that supports the orientation content
  ▹ Develop and implement a plan to assess the success and activity on Expedition:Connect

▸ Collaborating with the residence Storyteller team as needed, including:
  ▹ Assist with the development and execution of social media content and engagement, including social media posts, stories, Instagram Lives, photography and illustrations for blog posts, etc.
  ▹ Delivering basic design, photography or video training to student Storytellers as needed

▸ Designing and distributing informative and educational newsletters to residence staff using MailChimp

▸ Support the development and design of collateral materials and messaging for residence student staff recruitment campaign, including posters, newsletter graphics, photography and social media content
- Assist with maintenance of social media groups, such as the Engage Edmonton Facebook Page
- Support the development and maintenance of a Residence Life 101 online course.
  - This short, online course would be mandatory for all students moving into residence, and would include the need-to-know information to help them succeed in a communal, academically-oriented living environment.
- Conduct research on the current use of technology in residence education and community building
  - Conduct various research projects as directed. Often focusing on potential online educational platforms, mobile apps and initiatives which may be implemented at other schools, and which might be beneficial to apply in residence at the University of Alberta
- Other duties as assigned

**Qualifications**
- Must be enrolled as a student at the University of Alberta with a minimum of a 2.5 GPA.
- Previous experience working with and/or the ability to learn online systems such as Adobe Creative Suite, Google Apps, E-Class/Moodle, and web design
- Experience or education in a Design or digital arts field is an asset but not necessary
- Communicate effectively to groups and individuals (verbally, in writing, and visually)
- Strong collaboration, critical thinking, and problem solving skills
- Ability to self-manage, organise, and 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 training
- Previous Residence Life experiences are an asset but not necessary.
- 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.

*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.*