Position Summary

The Storyteller Intern role is a member of the Community Life portfolio and is responsible for providing leadership, guidance, and execution of social media and other online content for Residence Life programs that will be viewed by prospective students and students who live in our communities.

The Storyteller Intern will be the lead on developing content for the Residence Life Social media pages, setting themes and guides, and developing a content calendar for the school year. They will be the supervisor of the Storytelling team: a team of residence student staff that each work up to 15 hours a month to develop blog articles, generate photographs and graphics, and other social media content. The Storyteller Intern liaises between the Storytellers, marketing team and Residence Life Professional Staff.
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 social media management, content creation, team management, editing as well as gaining paraprofessional residence life experience.

**Responsibilities**

- Works with the Community Life team to develop, manage, and execute a residence life social media plan focused on programming in residence.
- Plans the creation and curation of content in preparation for social media platforms during school year
- Supervise, support and lead team of Storytellers
- Coordinates, attends and chairs Storyteller team meetings with Storytelling team
- Coordinates, attends and leads project planning meetings
- Maintain open communication with and attend regularly scheduled meetings with Marketing
- Coordinates, attends and leads one-on-one meetings with individual Storytellers
- In conjunction with marketing, oversee the planning and development of social media content related to residence for the official Instagram, Twitter, and Facebook pages and other social media platforms (as necessary)
- Work with the Residence Services team to plan and involve the Storyteller team with recruitment and retention events throughout the year
- Liaises with Residence Life professional staff, marketing and external partners
- Engages in Student and stakeholder communications and response through social media channels
- Edits, provides feedback and approves Storyteller projects for posting
- Coordinates the posting of social media content
- Develops storytelling training materials, content and resources to better serve them in their role
- Demonstrate positive role modeling in academics and all aspects of community living (as outlined in the [Residence Community Standards](#)), and strive to establish and maintain positive relationships with the students in the community
- 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 social media development and best practices in residential student engagement
- 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
- Previous audio/visual, graphic design, writing and social media management experience is an asset but not necessary
Previous supervisory experience is an asset but not necessary

Previous Residence Life work experience is an asset but not necessary.

Previous experience living in residence is an asset but not required.

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.

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.