



REQUIREMENTS/QUALIFICATIONS:

- Successful completion of two years post-secondary education; good academic standing
- Registration as a full-time student at the University of Alberta for the duration of the internship;
- Successful completion of a minimum of one CSL course placement;
- Requires strong interpersonal, time management and the flexibility to adapt to dynamic environment;
- Ability to problem solve, be creative and highly-organized;
- Work independently as well as in a team setting; basic computer skills are required.

***PLEASE NOTE:** Applicants must be available Tuesday evenings (6-9PM) and allocate a minimum of two hours of planning/preparation prior to class throughout the day of the class.

APPLICATION MUST INCLUDE:

- Completed application form
- Current resume
- Names + contact information of two references (*One academic, one personal or employment related*)
- Letter of Application (*See topic below*)

DEADLINE:

- **AUGUST 5TH *(Start/end date: September 5, 2016 to April 30, 2017: Hours/salary: 10 hours per week/\$800 per month)**

INSTRUCTIONS:

Please submit to [Barb Heagle](#), Assistant Director, Administration Community Service-Learning

WHAT IS THE COMMUNITY OUTREACH STUDENT INTERNSHIP?

Humanities 101 (HUM 101) is a series of workshops at the University of Alberta that is offered free of cost to individuals who might not otherwise have access to post-secondary learning due to various barriers such as literacy, poverty, mental health, and discrimination. To try and ensure as much equal access as possible, HUM 101 provides all materials, supplies, food, and transportation at no cost to learners. In the broadest sense, the goals of HUM 101 are to encourage critical thinking in everyday life as well as to inspire a passion for lifelong learning. The Intern will support the Humanities 101 Coordinator as well as the group.

HUM 101 is a responsive environment and, as such, requires flexibility. HUM 101 is a highly collaborative space; and therefore a balance is continually needing to be struck between a wide variety of personalities who each come with unique ideas and needs. This can get complex and it is necessary that the Intern is able to work alongside and with a diverse group of individuals who present with multiple abilities.

The internship has four main components:

- Supporting the day-to-day operations of HUM 101;
- Participation with the learners in the classroom;
- Coordinating and managing food preparation with learner volunteers;
- Intuitively develop and sustain relationships with a diverse group of individuals.

Specific responsibilities include:

- Attendance and participation at Tuesday evening classes from 6-9 PM;
- Weekly food purchase and food preparation for class;
- Working with learners to create and display final projects each semester;
- Basic administrative duties such as emails, phone messaging
- Works with CSL Communications & Program Coordinator regarding social media/promotion using social media, facebook, and twitter for Humanities 101.

