



**UNIVERSITY OF ALBERTA**  
**FACULTY OF ARTS**  
Community Service-Learning

## **Education Outreach Intern**

**Humanities 101, part of Community Service-Learning, is hiring a Student Outreach Intern for 7 hours per week from September 1 through December 24th, 2021.**

Humanities 101 is a Community Service-Learning program at the University of Alberta that recognizes there are many Edmontonians who are not able to attend university classes due to institutional, financial, and situational barriers. Humanities 101 offers free university-level, non-credit classes for individuals who want to participate in active learning that challenges conventions of who is the learner and who is the knower. There are many different ways of knowing and learning so there are no educational requirements.

Humanities 101 fosters the coming together of a diverse group of adult learners who are committed to the possibility of inclusive university learning. The program is supported by many UAlberta graduate students and faculty as well as community organizations.

Typically, classes are held on campus but, due to the complex Covid-19 safety concerns, classes will be moving online and on-air! This year, in collaboration with the Humanities 101 program from UBC, HUM will be an online course. We will be responsible for facilitating multiple classes, tutorials, hosting three field trips, helping to coordinate postcard pen pals, maintaining a blog and Instagram account, and ensuring that those Edmonton learners who are able to access the online course are appropriately supported. There will be weekly classes on Tuesday evenings and tutorials on Thursday evenings that follow a clear syllabus. In addition to online support we will be providing offline materials to support the learning, such as art supplies and readings.

The Education Outreach Intern will work to support directly the Humanities 101 online class in the following ways:

- Maintaining and updating a blog (using Wordpress)
- Updating an Instagram account
- Organizing and facilitating the distribution of learning materials
- Helping with technical support during class and tutorial sessions
- Helping to coordinate the mailing of postcards
- Helping to facilitate field trips. This may include organizing tickets, coordinating with learners to identify possible supports that are needed, communicating information with learners, and attending field trips to provide support if needed
- Coordinating resources
- Basic administration support with recruitment and application processing

The position will demand the following skills:

- Knowledge and/or experience working with blogs (we use Wordpress) and Instagram
- Creative problem-solving using technology (so knowledge of what is possible and how to make it happen)
- Comfort with computing technologies, such as Zoom, and ability to support learners to navigate different technologies
- Excellent communication skills (ability to give clear directions)
- Able to be available during class times to provide Zoom and basic computer support (Tuesdays from 6:30-8PM and Thursdays from 6:30-8PM)

Requirements/Qualifications:

- Registration as a full-time student at the University of Alberta for the duration of the internship;
- 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.

\*PLEASE NOTE: Applicants must be available Tuesday evenings (6:30-8PM) and Thursday evenings (6:30-8PM)

Start/end date: September 1, 2021 to December 24, 2021 with a possibility of extension to April 30, 2022.

Hours/salary: 7 hours per week/\$20.03 per hour

**APPLICATION DEADLINE: MONDAY, AUGUST 23rd, 2021**

\*Please complete the Community Outreach Intern [Application Form](#) (Google form)

Questions?: Please contact Lisa Prins at [lprins@ualberta.ca](mailto:lprins@ualberta.ca).