



## Summer Student Position May, June, July, August, 2026

The Residential Tenancy Office (“Rental Office”), located within the Island Regulatory and Appeals Commission in Charlottetown, PEI is seeking a student for full time summer work at the Rental Office for the period May to August, 2026. This summer student position is under the direction of the Residential Tenancy Office however; the student may be called upon to assist with other matters that are within the Commission’s responsibility.

The Rental Office is responsible for the interpretation and administration of the *Residential Tenancy Act* and all residential rental matters are handled by the Rental Office.

Reporting to the Director of Residential Tenancy (“Director”), the summer student will:

1. Respond to inquiries concerning the application of the *Residential Tenancy Act* received in writing, by telephone or in person.
2. Provide information to tenants and landlords with respect to specific matters arising under tenancy agreements.
3. Provide information to the public to promote the understanding of rights, responsibilities and remedies available under the *Residential Tenancy Act*.
4. Provide information to tenants and landlords to assist in the completion of applications.
5. Assist the Director and Residential Tenancy Officers with hearing cases and writing orders.
6. Maintain accurate records and statistical information under the management information system.
7. Other duties as may be assigned by the Director from time to time including research and special projects.

### QUALIFICATIONS

Applicants must have successfully completed three years of under graduate work at a recognized university. This opportunity would be of particular interest to a law student or to a student entering law school. Applicants must have the ability to relate well with people and remain impartial in dealing with clients. Strong oral and written communication skills, knowledge and ability in word processing and data base entry are all essential skills for this position. Applicants must also have good organizational and presentation skills as well as the ability to work under pressure and meet demanding deadlines. Experience in dealing with landlord/tenant issues, interviewing and conflict resolution would be considered assets.

### SALARY

This position offers a competitive salary with an hourly rate of \$27.00 for a 37.5-hour work week. Office hours are from 8 am to 4 pm for the summer months.

Resumes with a cover letter should be forwarded to Jennifer L. Perry, Director, Residential Tenancy Office no later than April 17, 2026 at 4 pm.

**Mail:**P.O.Box 577, Charlottetown, PE, C1A 7L1 | **Email:**[jperry@peirentaloffice.ca](mailto:jperry@peirentaloffice.ca) |

**We would like to thank all applicants in advance for their interest; however, only those who are selected for an interview will be contacted. The successful candidate will be the only individual receiving written confirmation of competition results.**