



Summer Law Student Position July and August, 2025

The Residential Tenancy Office (“Rental Office”), located within the Island Regulatory and Appeals Commission in Charlottetown, PEI is seeking a law student for full time summer work at the Rental Office for July and August, 2025.

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 law 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. Assist tenants and landlords in the completion of applications and advise them in the necessary documentation.
5. Assist the Director and Residential Tenancy Officers with hearing cases and writing orders.
6. Review current legislation and regulations and suggest amendments where appropriate.
7. Maintain accurate records and statistical information under the management information system.
8. Other duties as may be assigned by the Director from time to time including legal research.

QUALIFICATIONS

Applicants must have successfully completed the first year of law school or be entering law school in 2025. 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 \$25.00 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 June 27, 2025 at 4 pm.

Mail: P.O.Box 577, Charlottetown, PE, C1A 7L1

Email: 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.