



**Southern Alberta  
Institute of Technology**  
1301 16th Avenue NW  
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Toll-free: 1.877.284.7248  
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## BEES Student Leader - Position Description

**Position Title:** Black Empowerment and Excellence at SAIT (BEES) Student Leader

**Department:** Office of Equity, Diversity and Inclusion

**Term:** Fall 2023 – Winter 2024

**Number of Positions:** 2

**Hours:** 3-5 per week dependent on student schedules

*\*This number is given as an estimate. Actual time commitment may vary throughout the year.*

**Length of Position:** August 2023 – April 2024 (must be an active student for the duration)

*This is a competitive student leadership opportunity open to current SAIT students. Competition for leadership positions will remain open until suitable candidates are found. Apply early!*

### Position Description

The Black Empowerment and Excellence committee at SAIT (BEES) is a voluntary group, composed of Black students, employees and allies, who work to support Black people on campus and combat anti-Black racism at SAIT. BEES is looking for dynamic and dedicated students who want to assist with the development and delivery of BEES programming, events and other activities.

### Duties and Responsibilities

Black Empowerment and Excellence committee at SAIT (BEES)

- Assist with the development, facilitation and promotion of community-based programming, events and activities in collaboration with SAIT service areas, student and employee groups, and external organizations. These opportunities may take place in person or online.
- Create and advocate for strategies that empower the Black community at SAIT.
- Participate in monthly BEES meetings, as well as student leadership team meetings and activities.
- Attend student leadership training and other relevant professional development and training sessions that will be offered throughout each semester.
- Engage in other duties as opportunities allow

Afro-Caribbean Student Club

- Responsible for setting the vision and managing the event schedule for the academic year, including a meet & greet, mid-semester events, and a social night.
- Collaborate with other executives and liaise with SAIT departments to ensure successful event delivery
- Oversee event budgets with the treasurer
- Ensure compliance with Saita policies and procedures when creating and submitting event proposals, post-event proposals, and reimbursement applications.
- Communicate effectively, manage timelines, and maintain attention to detail



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### Benefits

- Develop leadership skills, intercultural competency, communication, event planning and organizational skills while working on a diverse team. Gain experience through training and professional development opportunities throughout the year.
- Develop your Co-curricular Record. BEES Student Leaders may document their hours and experiences on an official SAIT Co-curricular Record for future employment.
- Gain a letter of reference. Letters of reference will be available for outstanding service.
- Be mentored by the best! Our BEES staff will guide you on the practicalities of running successful programming.

### Commitment

Successful applicants are expected to fulfill 50 hours (3-5 per week) of SAIT LEADS leadership involvement including training and professional development workshops per semester. Shift schedules will be determined at the beginning of each semester.

### Qualifications

The Black Empowerment and Excellence group at SAIT are a dynamic group of people, with a variety of skills, abilities, views and beliefs. We are seeking student leaders to foster and support an environment of connecting, learning, practicing and serving. The ideal candidate for a BEES Student Leader:

- Has completed at least one semester as a SAIT student and has good familiarity with the SAIT community (services, policies, etc.).
- Has experience creating engaging student-focused content.
- Is an enthusiastic team player with a positive attitude.
- Is able to work well independently and with a team.
- Is a self-starter, reliable and can complete projects from start to finish.
- Has strong interpersonal skills and the ability to easily build rapport with peers.
- Must have the ability to work during the day in-between/before/after classes.
- Must have the ability to work during exam-dense periods.
- Is globally-minded with a passion for inclusion and helping others. Must be open and sensitive to all individuals regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, educational background, ability or age.

**NOTE:** Candidates who identify as Black, and/or hold knowledge of anti-Black racism and intersecting Black identities are strongly encouraged to apply.

### To apply

To apply, please complete the [online application form](#). For inquiries, contact [inclusion@sait.ca](mailto:inclusion@sait.ca). Please note that in submitting your application, you are verifying that you are:

- in good academic standing (TGPA or TIGPA above 2.5).
- in good conduct standing and consent to this being verified by the Student Conduct Office.

Note: Details of academic/non-academic misconduct cases are not shared through this process.