



**Southern Alberta
Institute of Technology**
1301 16th Avenue NW
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Student Engagement Content Creator - Position Description

Position Title: Student Engagement Content Creation Leader

Department: Student Engagement, Learner Services

Term: Fall 2023 and Winter 2024

Number of Positions: 1

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 (applicants must be available for in-person training on August 24. Candidates who cannot attend the training will not be considered.)

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 Student Engagement Office is looking for dynamic and dedicated students to support the creation of content that increases SAIT students' awareness of the services, support and resources available to them through the Office of Student Engagement. Specifically, the role is responsible for the production of digital and print media including but not limited to photography, videography, graphic design, and social media (Instagram specifically). As part of their role, the Student Content Creator will collaborate with fellow student leaders, peers, staff, and partners across campus.

Duties and Responsibilities

- Assist with the development, facilitation and promotion of community-based programming, events and activities in collaboration with SAIT service areas, student groups and external organizations. These programs and activities may include:
 - New Student Orientation and the Big SAIT Welcome
 - Cultural celebrations like Diwali and Lunar New Year
 - LEADS program internal workshops and activities
 - Promotional booths for Student Engagement programming
- Capture photos and videos during events, and curate content for social media in partnership with SAIT Communications.
- Create and assist with the creation of digital and print promotions relating to Student Engagement programming.
- Plan and cast students for videos, reels, takeovers and posts, and provide suggestions for improvement.
- Have excellent working knowledge of Student Engagement portfolios and activities, as well as SAIT services, to effectively educate peers on available opportunities.



- Participate in and chair weekly student leadership team meetings and activities.
- Attend student leadership training and other relevant professional development and training sessions that will be offered throughout each term.
- Engage in other duties as opportunities allow.

Benefits

- Develop leadership skills, intercultural competency, and communication, event planning and organizational skills while working on a diverse team. Gain experience through training, hands-on work experience, and professional development opportunities.
- Develop your Co-curricular Record. Student Engagement 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.
- Join a great team. There is no group more fun than the Student Engagement team!
- Be mentored by the best! Our Student Engagement staff will guide you on the practicalities of running successful programming and events.

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 Student Engagement office is 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 Student Engagement Leader:

- Has completed at least one semester as a SAIT student and has good familiarity with the SAIT community (services, supports, policies, etc.). Students with a minimum of 2 semesters remaining are preferred.
- Ability to create posters and graphics. Knowledge of photography basics.
- Is comfortable public speaking and facilitating discussions both in-person and online.
- Has experience managing social media platforms (i.e. Instagram, etc.) and creating engaging, student focused content.
- Is an enthusiastic team player with a positive attitude.
- 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.
- Is able to work well independently and with a team.



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- 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 and very occasionally in the early evenings. Must have the ability to work during exam-dense periods.
- **Must be available to attend LEADS training in-person on Thursday, August 24, 2023, from 8am – 4pm**

To apply

To apply, please complete the [online application form](#). For inquiries, contact student.engagement@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.