



## Student Engagement Leader - Position Description

**Position Title:** Student Engagement Leader

**Department:** Student Engagement, Learner Services

**Term:** Fall 2023 and Winter 2024

**Number of Positions:** 4

**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 who want to assist with the development and delivery of Student Engagement programming and supports. SAIT Student Engagement works to support the success of students by delivering inclusive programming and strengthening community in cooperation with SAIT departments and schools.

### 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
- Support the Student Engagement Student Content Leader in developing social media content for the @hereatSAIT Instagram account. This includes planning and starring in videos, reels, takeovers and posts, and providing 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.
- 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.
- 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**



**Southern Alberta  
Institute of Technology**  
1301 16th Avenue NW  
Calgary, Alberta T2M 0L4  
Canada  
Toll-free: 1.877.284.7248  
sait.ca

### **To apply**

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