



**Southern Alberta  
Institute of Technology**  
1301 16th Avenue NW  
Calgary, Alberta T2M 0L4  
Canada  
Toll-free: 1.877.284.7248  
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## Mentorship Team Lead – Position Description

<b>Position Title:</b>	Mentorship Team Lead
<b>Department:</b>	Student Engagement, Learner and Academic Services
<b>Term:</b>	Spring/Fall 2023 term
<b>Number of positions:</b>	Multiple
<b>Hours:</b>	3-5 hours per week depending on student schedules <i>*This number is an estimate. Actual time commitment may vary over the year.</i>
<b>Length of Position:</b>	May 2023-December 2023

*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 Office of Student Engagement is looking for dynamic and dedicated students with prior mentorship and/or leadership experience to assist with the promotion, growth, and delivery of the SAIT Peer Mentorship program. Mentorship Team Leads will oversee a group of 5-7 peer mentors on a monthly basis. Mentorship Team Leads support mentors and ensure that all mentorship duties are performed to a high standard. Peer mentorship presents a unique opportunity to connect with other SAIT students. Both having a mentor and being one encourages personal empowerment, allowing students to practice and develop valuable skills while experiencing campus life.

### Duties and Responsibilities

- Support the recruitment of peer mentors in collaboration with Student Engagement staff, SAIT service areas, and student groups.
- Facilitate teambuilding and training activities to their assigned peer mentors.
- Track interactions among the assigned mentor group by reviewing mentorship logs and flag any concerns to the coordinator.
- Field questions and proactively provide support, resources, and connection to SAIT services within assigned mentors.
- Schedule and attend check-ins with their mentors.
- 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.



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### **Benefits**

- Develop leadership skills, intercultural competency, and 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. Mentorship Team Leads 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 team. There is no group more fun than the Student Engagement Office!
- Be mentored by the best! Our Student Engagement 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 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 Mentorship Team Lead:

- Has completed at least two semesters as a SAIT student and has good familiarity with the SAIT community (services, policies, etc.). Previous experience with SAIT peer mentorship is preferred.
- 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 the ability to engage and encourage a group of peers.
- All student leaders must demonstrate their ability to balance their academics with their extracurricular commitments and must be in good academic standing.
- Is in good standing with the Office of Student Conduct.



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### **Application Process**

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 3.0 or above).
- In good conduct standing and consent to this being verified by the Student Conduct Office.

Note that details of academic and non-academic misconduct cases are not shared through this process.

