



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

## LEADS - Position Description

**Position Title: Event Services Student Leader**

**Department or School: Commercial Services – Event Services**

**Term: Fall 2025-Winter 2026**

**Number of Positions: 1**

**Hours per week: 3-5**

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

*This is a competitive student leadership opportunity open to current SAIT students. Competition for leadership positions will close as suitable candidates are hired.*

### Position Description

The Event Services Team within the Commercial Services Department is looking for a dynamic and dedicated student interested in learning and contributing to events on campus (Star Awards, celebrate SAIT day, Convocation, as well as assisting in other areas of commercial services such as E-Card, Food Service, and Parking data management, student volunteer recruitment and coordination.

### Duties and Responsibilities

- Develop and apply leadership and team management skills by coordinating student volunteers, delegating tasks effectively, and fostering a collaborative environment during campus events and Commercial Services initiatives.
- Enhance communication, presentation, and problem-solving abilities through active participation in event planning meetings, delivering briefings, and addressing real-time challenges during event execution and service operations.
- Actively engage with event holders to ensure seamless coordination and enhance the overall experience for on-campus events.
- Supporting event operations by addressing attendee needs and ensuring seamless logistics
- Utilize strong knowledge of event operations and volunteer coordination to provide guidance and support to team members during events.
- Collaborate with the event planning team on social media engagement, promotion, and event marketing strategies.
- Attend student leadership training and any other mandatory professional development and training sessions that are a part of the LEADS program.
- Engage in other duties as opportunities allow.



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### Benefits

- Document your leadership experience on an official SAIT Student Experiential Record for future employment. Student Experiential Record (SER) is an official SAIT document validating your achievement and involvement in approved co-curricular activities, industry mentorship, practicum, co-op or capstone. It's separate from your transcript and academic record.
- Develop your experience through training and professional development opportunities throughout the year.
- Gain a letter of reference. Letters of reference will be available for outstanding service.
- Improve your skills. Gain leadership, event planning and organizational skills while working on a diverse team.
- Be mentored by the best! Our team will guide you on the practicalities of organizing events

### Commitment

Each student leader commitment is approximately **3-5** hours per week, schedule dependent.

### Qualifications

We are seeking student leaders to foster and support an inclusive environment of connecting, learning, practicing and serving. The ideal candidate for an Event Services Student Leader:

- Is an enthusiastic team player with a positive attitude
- Is globally-minded with a passion for inclusion and helping others
- 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
- 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.

### 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 above 2.5).
- 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.