



**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:** MacPhail Student Club Collaboration Leader

**Department or School:** MacPhail School of Energy

**Term:** Fall 2025 and Winter 2026 semesters

**Number of Positions:** 1

**Hours per week:** 3-5

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

**Compensation:** \$600 honorarium per completion of each semester and Co-Curricular credit

*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 MacPhail School of Energy has 11 diploma programs, 4 certificate programs, 1 applied degree and 4 apprenticeship programs. There are currently 8 fully independent Student Clubs operating across the various credit programs in MacPhail. Each of these clubs has some incredible things they are doing in support of student engagement and creating opportunities for students to interact with Industry. The role of Student Club Collaboration Leader is to foster collaboration across the 8 independent clubs with a view to enabling each of the clubs to learn from the experiences and practices of the other clubs, thereby increasing the overall effectiveness of student clubs and creating a more consistent student experience. Through this process of engagement and with input from all of the clubs, the Student Club Collaboration Leader will create an inventory of "best practices" to allow for more effective transition to future student club leadership through the years.

### Duties and Responsibilities

- Develop and chair a MacPhail Student Club Leadership council that meets periodically to share knowledge and learnings
- Engage with each of the student clubs to understand what their strengths are and what is working well within their club
- Engage with SAITSA on matters related to student clubs and act as a liaison between SAITSA and MacPhail's student clubs
- Develop an inventory of best practices through your engagement with the various clubs and share these learnings across all of MacPhail's student clubs



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- Act as a conduit for student club information between the various clubs and the MacPhail Student Reporter to foster awareness of club events through the emPOWERing MacPhail Newsletter
- 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.

#### **Benefits**

- Earn a \$600 honorarium per semester involved in the program.
- 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 separates 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 MacPhail team will guide you on the practicalities of running successful programming.

#### **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 the International Student Engagement Leader:

- A current student who has completed least 1 semester of studies in a credit program within MacPhail
- Is a connector and a collaborator with an ability to build productive relationships
- Is an enthusiastic, engaging team player with a positive attitude
  - Is globally minded with a passion for inclusion and helping others
  - Can 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



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- 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.

