



**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 Reporter

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

There is a great deal of change happening in the energy industry as this vibrant and exciting sector works through the enormous technical and business challenges of the Energy Transition towards a low carbon economy. There are also many exciting things happening within MacPhail and across SAIT such as student club events, industry speakers and a wide variety of other events for the MacPhail community to be aware of. The MacPhail Student Reporter will use their resourcefulness, passion for knowledge and information and exceptional writing skills to work with our Administrative and Leadership teams to produce a periodic newsletter for the MacPhail community including students, faculty and staff.

Duties and Responsibilities

- Build a knowledge network, leveraging faculty and students, to keep a pulse on significant developments in the energy industry as sources of information for a periodic newsletter publication
- Liaise with the Student Club Collaboration Student Leader to keep up to date on events and goings on in Student Clubs across MacPhail with a view to broadening awareness and promoting activities
- With support from the MacPhail Leadership representative, collate and prioritize the information gathered to include in the periodic publication (likely monthly but to be determined)
- Using your creativity, exceptional writing skills and knowledge of publishing applications, develop the "emPOWERing MacPhail Newsletter" which will serve as a means of sharing information and creating engagement in the MacPhail community.



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- Develop ideas and create content for social media posts on behalf of MacPhail leadership
- 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 and support you in developing a successful newsletter
- Build your knowledge of the Energy Industry by staying current on this rapidly evolving sector

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 MacPhail Student Reporter:

- Is a current student who has completed at least one semester of study in MacPhail, preferably in one of the Petroleum programs
- Is intensely curious with a passion for knowledge and for the energy industry
- Able to create engagement through social media
- Excellent writing skills and ability to perform research using online resources and other sources



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- Knowledge and experience with publishing software
- 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
- 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. 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.

