



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

**Position Title:** Orientation Student Leader

**Department or School:** Office of Student Engagement

**Term:** Fall 2025 and Winter 2026

**Number of Positions:** 5

**Hours per week:** 3-5 per week, with increased workload at the beginning and end of each semester.

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

**Length of Position:** August 25, 2025 – April 30, 2026

**Compensation:** \$500 honorarium per completion of each semester and Student Experiential Record (SER)

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 Office of Student Engagement is looking to hire five LEADS - Orientation Building Leaders for the Fall 2025 and Winter 2026 orientation. LEADS play a crucial role in ensuring the smooth execution of New Student Orientation. They provide essential support to the Office of Student Engagement Orientation Team and act as key points of contact for Orientation Leaders and volunteers.

### **Duties and Responsibilities**

#### **Administrative and Planning Support**

- Assist the Office of Student Engagement Orientation team with administrative and planning tasks related to new student orientation.
- Provide support for scheduling, volunteer recruitment and training, and SAIT Readiness Session preparation.
- Tasks may include joining planning meetings, inventorying and organizing supplies, printing and assembling materials, scheduling and training volunteers, and others.

#### **On-the-Ground Support:**

- Assist the Office of Student Engagement Orientation Team throughout orientation week.

- LEADS will report directly to the Office of Student Engagement Team for any escalated issues.
- LEADS will be the first on-call supervisor in the event of an issue escalation

**Volunteer Hub Management:**

- Oversee a designated "hub" on campus, coordinating activities and Orientation Leaders within that area.
  - Each hub will be responsible for the execution of the Morning Readiness Sessions, run campus tours, and send students to lunch in the Irene Lewis Atrium
- Ensure effective communication and coordination within the hub through Microsoft Teams Channels.

**Orientation Leaders & Volunteer Support:**

- Serve as a point of support for facilitation assistants and general volunteers.
- Provide guidance and assistance to volunteers as needed.

**Technical Assistance:**

- Provide technical support to facilitation assistants and facilitators.
  - Technical Assistance may include setting up / troubleshooting AV equipment, assisting with presentation / game setups. Training will be provided.

**Communication:**

- Act as a liaison between the Office of Student Engagement and volunteers.
- Relay important information and updates to volunteers promptly.

**Problem-Solving:**

- Address any issues or concerns that arise during the orientation.
- Ensure a positive and welcoming environment for new students and volunteers.

**Training and Preparation:**

- Attend all mandatory training sessions prior to the orientation.
- Familiarize yourself with the orientation schedule, roles, and responsibilities.
- Support the training of other key orientation volunteers (orientation leaders).
- Attend student leadership training and any other mandatory professional development and training sessions that are a part of the LEADS program.

**Feedback**

- LEADS will participate in a post-orientation debrief to provide feedback and discuss improvements for future events.

### **Benefits**

- Earn a \$500 honorarium per semester involved in the program.
- Gain valuable leadership and event management experience.
- Opportunity to make a positive impact on new students' orientation experience.
- Build connections with fellow students and staff.
- Develop your **Student Experiential Record (SER)**. 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 team will support you every step of the way as you gain hands-on experience in planning and delivering New Student Orientation, while developing valuable project management and leadership skills.

### **Commitment**

- Approximately 3–5 hours per week, depending on schedule and project timelines
- Must attend one New Student Orientation (NSO) training session (dates TBD each semester)
- Availability required during NSO week (typically the week before the start of each semester)

### **Qualifications**

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

- Must be in at least their 2nd semester, with a minimum of two years remaining in their program
- Demonstrates strong leadership and communication skills, with the ability to engage and inspire peers



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- Is a reliable self-starter who can manage multiple tasks and follow through under pressure
- Experience with events or volunteer coordination is an asset.
- Technical proficiency and problem-solving skills.
- Is a collaborative team player who can also work independently with a positive, can-do attitude
- Is globally-minded with a passion for inclusion and helping others
- Is able to work well independently and with a team
- 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.