



**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: School of Business Student Engagement Leader (GEO)

Department or School: School of Business

Term: Fall 2025 and Winter 2025 (*2-semester commitment preferred*)

Number of Positions: 3

Hours per week: 6 – 10 hours per week (*Varies throughout the year*)

Compensation: \$600 honorarium per semester + co-curricular credit

This is a competitive student leadership opportunity for students currently enrolled in the Business Administration Diploma (BA) or Bachelor of Business Administration Degree (BBA) programs. Applications will remain open until suitable candidates are hired.

Key Dates:

- **Mandatory LEADS Onboarding:** Monday, August 25 (All day)
- **BBA Program Orientation:** Wednesday, August 27 (1 pm – 3 pm)
- **BA Program Orientation:** Thursday, August 28 (1 pm – 3 pm)

Position Description

The School of Business is seeking outgoing, enthusiastic, and conscientious students from the BA and BBA programs who are interested in contributing to the development and delivery of student engagement initiatives. Student Engagement Leaders play a key role in fostering a welcoming, inclusive, and supportive learning community by planning and facilitating student events and activities. The team operates under a shared leadership model to promote a sense of community, connection, and inclusion across the School of Business.

Duties and Responsibilities

- Plan and facilitate student engagement programming, events, and activities that support students across the School of Business.
- Actively promote events to students across the School of Business.
- Collaborate with SAIT service areas and School of Business clubs to cross-promote and/or co-host events.
- Create and share content for social media, LaunchPad, and school communications.
- Co-manage GEO's Instagram and LinkedIn accounts.
- Develop a working knowledge of SAIT services and resources to support and guide peers.
- Participate in on-campus weekly team meetings (including agenda creation, chairing, and minute-taking)



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- Attend student leadership training and professional development as part of the SAIT LEADS program.
- Support BA and BBA New Student Orientation and other student engagement events each semester.
- Take on additional leadership duties as opportunities arise.

Benefits

- \$600 honorarium per semester.
- **Student Experiential Record (SER):** 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.
- **Professional Development:** Gain leadership skills through workshops and activities.
- **Letter of Reference:** Letters of reference may be requested for outstanding service.
- **Skill Development:** Enhance your leadership, event planning, communication, and organizational skills while working on a diverse team.
- **Mentorship:** Be mentored by the best! Our team will guide and support you in running successful events and activities throughout your role.

Time Commitment

Student leaders are expected to commit 6 – 10 hours per week (schedule dependent). Preference will be given to students who can commit to at least two semesters.

Qualifications

The School of Business is seeking motivated students who are eager to promote community, connection, and inclusion. Ideal Candidates:

- Are current students who have completed at least one semester in the Business Administration Diploma (BA) or Bachelor of Business Administration Degree (BBA) programs.
- Are in good academic standing and maintain good standing with the Office of Student Conduct.
- Can balance academics with extracurricular commitments.
- Are familiar with SAIT services and student support resources.
- Have a positive attitude, global mindset, and passion for inclusion and helping others.
- Work well both independently and in a team setting.
- Are self-starters, reliable, and able to complete projects from start to finish.
- Can engage and encourage peers across all School of Business programs.



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- Demonstrate respect, openness, and sensitivity towards all individuals regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, educational background, ability, or age.
- Have experience with or are eager to learn Instagram, LinkedIn, and CANVA (an asset).

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.

