



**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: **Writing Services Peer Leader**

Department or School: **Writing Services (LLSC)**

Term: **Fall 2025, with possibility of extension into Winter 2026**

Number of Positions: **1**

Hours per week: **3-5+ hours per week**

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

Compensation: **\$ 300** honorarium per completion of each semester and Student Experiential Record credit

This is a competitive student leadership opportunity open to current SAIT students. Competition for leadership positions will close as suitable candidates are hired, so please apply early.

Note: The successful candidate **must** attend an all-day LEADS training session on August 25th.

Position Description

*Writing Services is looking for a **dedicated, highly reliable, and responsible** student to assist with the growth and delivery of programming to the wider SAIT community. Writing Services provides timely and high-quality writing and presentation support to students through appointments, drop-in sessions, assignment reviews, workshop facilitation, and e-learning resources. Excellent English language and writing skills are a must for this role. Related experience is a strong asset.*

Duties and Responsibilities

The successful candidate may be involved in all, or a portion, of the activities listed below:

- Review assignments and provide constructive written feedback to students via email.
- Facilitate drop-in sessions for writing and presentation support.
- Support and/or facilitate workshops.
- Support the promotion and visibility of Writing Services at various events.
- Engage in regular check-in meetings with your supervisor.
- Attend any related team meetings as needed.
- Engage in other duties or special projects as opportunities or time allow.
- Attend student leadership training and any other mandatory professional development and training sessions that are a part of the LEADS program.

Benefits



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- Earn a \$ **300** honorarium per semester in this program.
- 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 provided for outstanding contribution to Writing Services and upon completion of the required hours of service.
- Be mentored by the best and improve your skills! Our team will guide you on the practicalities of implementing successful peer-to-peer Writing Service programming. You may also be mentored and guided by our Senior Peer Writing Specialist.

Commitment

Student leader commitment is approximately **3-5+** hours per week, depending on need, for a total of approximately 30 hours per semester (not including activities related to leadership training and Co-Curricular credit). **This role has the opportunity for extension into Winter 2026 as a paid hourly position and casual employee at SAIT**, depending on the successful candidate's performance, Writing Services needs, and department budget constraints.

Qualifications

We are seeking a student leader to foster and support a learning environment that values writing and communication competencies among SAIT students. The ideal candidate for the **Writing Services Peer Leader** has the following qualifications:

- Excellent English language writing skills.
- Very strong reading, listening, and presentation skills.
- Proven attention to detail with ability to prioritize tasks and meet deadlines.
- High degree of dependability. Elements of this role may need to be completed virtually and within tight timelines, so a substantial degree of reliability is needed.
- High degree of responsibility, with demonstrated ownership of work. This is a high-responsibility role that involves facilitation of our drop-in sessions, as well as our workshops/special events. The successful candidate is required to arrive on time, demonstrate professionalism, and advise fellow students in an ethical manner.
- Strong ability to follow direction and instruction. The successful candidate needs to follow policy and protocol, and work within the scope of their position.



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- Positive attitude and ability to work well independently and within a team environment.
- Ability to complete projects from start to finish.
- Strong growth mindset is needed. The successful candidate is willing to learn and expand their skills.
- Shows initiative and good judgement.
- Very strong understanding of plagiarism and how to avoid it.
- Reference from a SAIT writing instructor is preferred.
- Previous experience providing peer writing feedback and/or working with EAL students is an asset.
- Previous experience using or working at a post-secondary writing centre is an asset.
- International students with excellent English writing and communication skills are encouraged to apply.

Potential for additional hires for short-term opportunities

Candidates who are unsuccessful yet demonstrate strong writing skills, an excellent understanding of plagiarism, and have the requisite character attributes, may be considered for short-term volunteer opportunities (ex: working specific booths or sitting on special engagement committees) outside of the LEADS program.

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.