



**Southern Alberta
Institute of Technology**
1301 16th Avenue NW
Calgary, Alberta T2M 0L4
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Toll-free: 1.877.284.7248
sait.ca

LEADS – Position Description

Position Title: English Conversation Partners Team Lead

Department: Office of Student Engagement

Term: Winter – Spring 2026 (2 semester commitment preferred)

Number of positions: 4

Hours: 3-5+ hours per week* depending on student schedules

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

Length of Position: January -August 2026

SUCCESSFUL CANDIDATES MUST ATTEND IN-PERSON TRAINING ON DECEMBER 19, 2025.

Candidates who cannot attend the training will not be considered.

This is a competitive student leadership opportunity open to current SAIT students. Competition for leadership positions will remain open until suitable candidates are found. Apply early!

Position Description

The Office of Student Engagement is seeking enthusiastic and dedicated students with prior leadership or facilitation experience to support the promotion, coordination, and delivery of the English Conversation Partners Program. Team Leads will oversee approximately 10–15 English Conversation Partners volunteers each semester, depending on the number of applications. Team Leads provide guidance and support to volunteers to ensure all partnerships are conducted to a high standard. They play a key role in fostering a welcoming and inclusive environment where both volunteers and students can build confidence in English communication while developing cross-cultural friendships.

This leadership opportunity allows students to strengthen their organizational, communication, and intercultural skills while making a meaningful contribution to the SAIT community.

Duties and Responsibilities

- Support the recruitment and promotion of the program in collaboration with Student Engagement staff, SAIT service areas and student groups.
- Provide support and guidance to English Conversation Partners volunteers in managing minor challenges such as inconsistent attendance, scheduling conflicts or communication barriers, and refer complex issues to the coordinator as needed.



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- Facilitate a variety of program events, including but not limited to Orientation, monthly workshops and social gatherings.
- Track interactions between assigned partners by reviewing conversation logs and submitting necessary documentation to the program coordinator.
- Schedule and attend check-ins with assigned volunteers to provide support, feedback, encouragement and resources. Flag any concerns to the coordinator.
- Attend regular Team Lead meetings and proactively contribute to discussions by sharing feedback, insights and suggestions for program improvement.
- Participate in student leadership training sessions and other relevant workshops offered throughout the semester.
- Engage in additional responsibilities as opportunities and schedules allow.

Benefits

- Develop leadership skills, intercultural competency, communication, event planning, and organizational skills while working on a diverse team. Gain experience through training and professional development opportunities throughout the year.
- 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 is separate from academic transcript and record.
- Gain a letter of reference upon request. Letters of reference will be available for outstanding service.
- Be part of a dynamic and fun team! Office of Student Engagement offers an exciting environment where you will gain valuable experience while making meaningful connections.
- Be mentored by the best! Our Student Engagement staff will guide you on the practicalities of running successful programming.

Commitment

Successful applicants are expected to fulfill at least 50 hours (3-5 per week) of SAIT LEADS leadership involvement including training and professional development workshops per semester. Schedules may vary throughout each semester.



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Qualifications

The Office of Student Engagement is a dynamic group of people, with a variety of skills, abilities, views, and beliefs. We are seeking student leaders to foster and support an environment of connecting, learning, practicing, and serving. The ideal candidate:

- Has completed at least **two semesters** as a SAIT student in either a full-time diploma or degree program.
- Has a good familiarity with the SAIT community (services, policies, etc.). Previous experience with SAIT English Conversation Partners or Peer Mentorship is preferred.
- Is an enthusiastic team player with a positive attitude.
- Is globally minded with a passion for inclusion and helping others. 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.
- 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 motivate a group of volunteers, which may include SAIT staff and alumni volunteers.
- All student leaders must demonstrate their ability to balance their academics with their extracurricular commitments and must be in good academic standing.
- Is in good standing with the Office of Community Conduct.

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 3.0 or above).
- In good conduct standing and consent to this being verified by the Office of Community Conduct.

Note that details of academic and non-academic misconduct cases are not shared through this process.