



**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 Team)

Department or School: School of Business

Term: Winter 2026 and Spring 2026 (*2-semester commitment preferred*)

Number of Positions: 1-4

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 a School of Business program. Applications will remain open until suitable candidates are hired.

Key Dates:

- **Mandatory LEADS Onboarding:** Monday, December 19 (All day)
- **Winter New Student Orientation** (*to be shared among team members*):
 - Friday, January 2 and Monday, January 5 (12:30 pm – 4 pm)

Position Description

The School of Business is seeking outgoing, enthusiastic, and conscientious students 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, guided and supported by the Manager, Learner Experience, to promote a sense of community, connection, and inclusion across the School of Business.

Duties and Responsibilities

- **Plan, promote, and facilitate** student programming, events, and activities that enhance engagement and community across the School of Business.
- **Collaborate** with student clubs, student leaders, SAIT service areas, and the School of Business to co-host or cross-promote events.
- **Use social media and other communication channels** to share opportunities, encourage participation, and build community.
- **Develop a working knowledge** of SAIT services and resources to support and guide peers.
- **Participate in weekly team meetings**, including agenda creation, chairing, and minute-taking.
- **Support New Student Orientation** and other key student engagement initiatives.
- Participate in student leadership training and professional development as part of the SAIT LEADS program.

Flexibility Note: Activities may evolve to support new student engagement priorities across the School of Business.



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Benefits

- \$600 honorarium per semester.
- **Student Experiential Record:** Document your leadership experience on an official SAIT Student Experiential Record for future employment.
- **Professional Development:** Develop your experience through training and professional development opportunities throughout the year.
- **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 amazing events and projects.

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.

The ideal candidate:

- Is a current SAIT School of Business student who has completed at least one semester.
- Can balance your coursework with an extracurricular leadership role
- Is familiar with SAIT services and student support resources.
- Has a positive attitude, global mindset, and passion for inclusion and helping others.
- Works well both independently and in a team.
- Is reliable, organized, and able to follow through on projects from start to finish.
- Can engage and encourage peers across all School of Business programs.
- Demonstrates 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.
- Has experience with or is eager to learn tools like Microsoft 365, Instagram, LinkedIn, and CANVA.

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.