



**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: Sustainability Program Assistant

Department: Office of Sustainability

Term: Winter 2026

Number of Positions: 1

Hours per week: 3-5

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

Co-Curricular credit

*Applicants must be available for in-person training on **December 19, 2025**.*

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

Sustainability at SAIT leads and supports SAIT's commitment to national leadership in developing a sustainable campus. We cultivate a culture of sustainability by setting an example of how to operate buildings, interact with the environment and communities, and teach a common understanding of sustainability. We tackle today's sustainability challenges including the misconception of the meaning of sustainability, understanding the effects of climate change on our community, responsible production and consumption, and using the 17 United Nation's Sustainable Development Goals as a framework. The successful candidate will assist us in programming projects, leading events, participating in discussions, and handling data in an online data management system.

Duties and Responsibilities

- Assist with the development of community-based sustainability programming, volunteer opportunities and activities in collaboration with SAIT service areas, student groups and external organizations.
- Participate in and lead sustainability activities with the Sustainability Coordinator.
- Engage in meetings with Sustainability team.
- Attend student leadership training and any other mandatory professional development and training sessions that are a part of the LEADS program.
- Engage in other duties as opportunities allow.

Benefits

- Develop your Co-curricular Record. Student Leaders may document their hours and experiences on an official SAIT Co-curricular Record for future employment.
- 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.



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- Be mentored by the best! Our team will guide you on the practicalities of running sustainability projects, communication strategies, and event logistics.

Commitment

Each student leader commitment is approximately 3-5 hours per week, schedule dependent.

Qualifications: We are seeking a student leader to foster and support an inclusive environment of connecting community, continuous learning, and sustainability practices.

The ideal candidate for Sustainability Program Assistant:

- Is an enthusiastic team player with a positive attitude
- Is globally minded with a passion for inclusion and helping others
- Can work well independently and with a team
- Is a self-starter, reliable and can complete projects from start to finish
- Is inquisitive, and asks questions to allocate knowledge
- Has the ability to engage and encourage a group of peers
- 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. 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.