



**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: **Winter 2026, with the possibility of extension**

Number of Positions: **1**

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

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

Compensation: **\$ 400 to \$500** honorarium per completion of each semester, depending on the number of hours worked, and Student Experiential Record recognition

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 December 19th**.

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:

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

Benefits

- Earn a **\$ 400 to \$500** honorarium per semester in this program.
- Develop your Student Experiential Record (SER). Student Leaders may document their hours and experiences on an official SAIT Student Experiential Record for future employment.



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- 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 current Peer Writing Specialist.

Commitment

Student leader commitment is approximately **3-5+ hours per week**, depending on need, for a total of **30-40 hours per semester** (not including activities related to LEADS program leadership training and SER). **This role has the opportunity for extension into either Spring 2026 or Fall 2026 and beyond**, 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.
- 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.
- Stellar professionalism. The successful candidate is required to arrive on time, demonstrate professional communication and interaction with team members, as well as their supervisor, and advise students seeking support 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.
- Positive and engaged attitude with the ability to work 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, as well as take on new responsibilities that develop their employee and leadership competencies.
- Reference from a SAIT writing instructor is preferred.
- Previous experience providing peer writing feedback and/or working with EAL students is an asset.



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- 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.
- Students with more than two (2) semesters remaining in their programs is preferred but not required.

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.

