



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

International Centre Student Leader - Position Description

Position Title: Event Assistant

Department: International Centre

Term: Fall 2021 – Winter 2022

Number of Positions: 1

Hours: 6 – 10 hours per week dependent on student schedules

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

Length of Position: August 23, 2020 – April 24, 2022

Compensation: Co-Curricular Credit

This is a competitive student leadership opportunity open to current SAIT students. Competition for leadership positions will close on Monday, August 2, 2021 at 4:00pm MST.

Position Description

The International Centre is looking for dynamic and dedicated students who want to assist with the development and delivery of International Centre programming and events. The Events Assistant will work with International Centre Staff to build a physical and virtual space that is safe, inclusive, trusting and encourages a sense of belonging. Throughout the semester you will organize and promote events on and off campus to encourage engagement and a feeling of connection between students, the International Centre and SAIT community.

Successful applicants are expected to fulfill 50 hours of SAIT LEADS leadership training per semester.

Duties and Responsibilities

- Work as a team with other Event Assistants to propose, plan, promote and deliver student activities which focus on building community for International Students at SAIT.
- Assist in organizing, executing and hosting activities developed for International Student Welcome Reception (Fall, Winter, and Spring)
- Assist in organizing and executing activities developed for International Student Orientation (Fall, Winter and Spring)
- Participate in Social Media interactions with SAIT students in promoting International Centre Services and events
- Participate in ongoing training and development opportunities provided through the SAIT LEAD program
- Inform the International Centre staff team of major activities, inquiries and emerging needs of international students



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- Learn and use resources on campus to inform activity planning and ultimately support international students
- Attend and participate in weekly meetings with supervisor and fellow Event Assistants
- Support programs and events organized by the International Centre as required.

Benefits

- Develop leadership skills, intercultural competency, and communication, event planning and organizational skills while working on a diverse team. Gain experience through training and professional development opportunities throughout the year.
- Develop your Co-curricular Record. International Centre student leaders may document their hours and experiences on an official SAIT Co-curricular Record for future employment.
- Gain a letter of reference. Letters of reference will be available for outstanding service.
- Be mentored by the best! The LEAD program and International Centre staff will guide you on the practicalities of running successful programming.

Commitment

Each student leader commitment is approximately 6 -10 hours per week, schedule dependent. Shift schedules will be determined at the beginning of each semester. Commitments will include:

Qualifications

The International Centre is a dynamic group of people, with a variety of views and backgrounds. We are seeking Event Assistants to foster and support an environment of connecting, learning, practicing and serving. The ideal candidate for the Events Assistant position:

- Has completed at least one semester as a SAIT international student.
- 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.
- Is able to 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 encourage a group of peers.
- Strong interpersonal skills and ability to easily build rapport with students and various stakeholders
- Must have the ability to work during the day, in between and before and after classes; occasionally on weekends
- Must have ability to work /travel to off- campus field trips (ie. Banff, Drumheller, etc.)
- Must have the ability to work during exam-dense periods



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- 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 Student Conduct.

To Apply

To apply, please complete the [online application form](#). For inquiries about this position, please contact akua.anim@sait.ca. Please do not apply to this email address; all applications should be made through our online system. 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. Details of academic/non-academic misconduct cases are never shared.

