



## **School of Business International Student Engagement Leader – Position Description**

**Position Title:** School of Business International Student Engagement Leader

**Department:** School of Business

**Term:** Fall 2021

**Number of positions:** 4

**Hours:** 6 – 10 hours per week \* *This number is an estimate. Actual time commitment may vary throughout the year.*

**Length of Position:** September – January 2022 *(there is a possibility of extension through Winter 2022 and Spring/ Summer 2022 semesters)*

**Stipend:** \$600 per semester

This is a competitive student leadership opportunity open to School of Business International students who are currently enrolled in the Business Administration Diploma (BA) program, or who have advanced through this program into the Bachelor of Business Administration Degree.

### **Position Description**

The School of Business, BA program is looking for outgoing, enthusiastic and conscientious students who want to participate in the development and delivery of International Student engagement programming and online supports. The School of Business is committed to supporting student success and creating inclusive and engaged learning communities.

### **Duties and Responsibilities**

- Actively promote International Student engagement activities and events to BA International students.
- Liaise with the International Center on social media engagement and promotion, and collaborate on events.
- Capture and create promotional content during events to be used for School of Business social media.
- Assist with the development of online community-based activities and events in collaboration with both the International Center and with School of Business student groups and organizations.
- Have working knowledge of SAIT services and International Center student resources in order to effectively educate peers on available support and opportunities.



- Chair regular meetings with the School of Business International Student Ambassador team, International Center and SAIT Student Engagement Office.
- Attend student leadership training and other relevant professional development and training sessions that will be offered throughout each semester.
- Engage in other duties as opportunities allow.

### **Qualifications**

The School of Business is looking for International student leaders to foster and support an environment of community, connection and inclusion. The ideal candidate for an International Student Engagement Leader:

- Is an International student and has completed at least one semester in the Business Administration Diploma program and has good familiarity with the SAIT and International Center services, policies, and programs.
- Is an enthusiastic team player with a positive attitude.
- Has a passion for inclusion and helping other students. Must be open and sensitive to all individuals regardless of race, color, religion, gender identity or expression, sexual orientation, national origin, educational background, ability or age.
- Is resourceful, reliable and can complete projects from start to finish.
- Has strong networking and social skills.
- 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.

### **Benefits**

- Develop leadership skills, intercultural competency, and communication, event planning and organization skills.
- Develop your Co-curricular Record. Student engagement 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.
- \$600 stipend to be paid at the end of the semester for 6-10 hours worked each week.

### **Commitment**

Successful applicants are expected to fulfill a minimum of 50 hours (3-5 per week) of SAIT LEADS leadership involvement including training and professional development workshops per semester. Shift schedules will be determined at the beginning of each semester.

### **Application Process**

To apply, please complete the online [application form](#). For inquiries, please contact [student.leadership@sait.ca](mailto:student.leadership@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 non-academic misconduct cases are not shared through this process.