



**Southern Alberta
Institute of Technology**
1301 16th Avenue NW
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Toll-free: 1.877.284.7248
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Student Engagement Communications Student Leader - Position Description

Position Title: Student Engagement Communications Student Leader

Department: Student Engagement

Term: Fall 2021 – Winter 2022

Number of Positions: 1

Hours: 3-5 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 2021 – April 2022

This is a competitive, volunteer student leadership opportunity open to current SAIT students. Competition for leadership positions will remain open until suitable candidates are found.

Position Description

SAIT Student Engagement is looking for a dynamic and dedicated student to support the development, promotion, and delivery of Student Engagement programming and events. The Communications Student Leader position will work with Student Engagement staff to build a virtual space that is safe, inclusive, trusting and encourages a sense of belonging. Throughout the year you will help create media, promotional materials, and messaging that will help students feel a sense of connection and belonging in the SAIT community.

Duties and Responsibilities

- Assist with the development and facilitation of community-based Student Engagement programming, service opportunities and activities in collaboration with SAIT service areas, student groups and external organizations. These opportunities may take place in person or online depending on the state of Covid-19 restrictions.
- Create social media content that promotes Student Engagement programming and events.
- Support the design and ongoing maintenance of team-related social media platforms (i.e. Facebook, Instagram, Discord).
- Design, update/enhance, and manage promotional materials and campaigns in consultation with the Student Engagement team.
- Collect communications data for all Student Engagement promotional activities.
- Learn and use resources on campus to inform planning and help support students.
- Participate in ongoing training and development opportunities provided through the SAIT LEADS program
- Attend and participates in weekly meetings with supervisor and fellow leaders.
- Provide social media insights and trends to the Student Engagement team.

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.



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- Develop your Co-curricular Record. Student Engagement leaders may document 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 Student Engagement will guide you on the practicalities of running successful programming.

Commitment

Successful applicants are expected to fulfill 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.

Qualifications

Student Engagement is a dynamic group of people, with a variety of views and backgrounds. We are seeking a student to enhance our communication strategies while fostering and supporting an environment of connecting, learning, practicing and serving. The ideal candidate for this position:

- Has completed at least one semester as a SAIT.
- Is preferably a student from BA/BBA – Marketing, New Media Production and Design, Graphic Communications and Print Technology program or has prior experience in communications and/or marketing.
- Experience managing and creating content for social media platforms is a must.
- Experience in photography, graphic design, and access to photoshop is an asset.
- Is punctual and detail oriented.
- 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 strong interpersonal skills and the ability to engage and easily build rapport with students and various stakeholders.
- Must have the ability to work during the day in-between/before/after classes.
- Must have the ability to work during exam-dense periods.

To apply

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.