



**Southern Alberta
Institute of Technology**
1301 16th Avenue NW
Calgary, Alberta T2M 0L4
Canada
Toll-free: 1.877.284.7248
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Study Abroad Student Leader - Position Description

Position Title: Study Abroad Student Leader

Department: Study Abroad, Office of Student Engagement, Student Services

Term: Winter 2025

Number of Positions: 1

Hours: 3-5 per week dependent on student schedules

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

Length of Position: January 2025 – April 2025 (with possibility of extension dependent on schedule)

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

Position Description

The Study Abroad office develops and delivers a range of international mobility opportunities to students including short-term group exchanges, faculty-led group study programs and semester exchanges. The Study Abroad office supports SAIT students with finding exchange opportunities abroad, pre-departure preparation, in-field support, and their transition back to campus. In addition, the Study Abroad team coordinates and hosts inbound programs for students and staff/faculty from international partner institutions.

Study Abroad is looking for a dynamic and dedicated student to assist with the support, delivery, and promotion of Study Abroad programs and events. Student leaders play an important role in the team and the operation of the office by helping organize and execute programs, projects and promotional activities.

Duties and Responsibilities

- Support the design and delivery of promotional activities, such as:
 - content creation for social media channels,
 - classroom presentations,
 - poster design and distribution,
 - assist with info sessions and pre-departure orientations,
 - host promotional booths and displays at SAIT events.
- Conduct research regarding study abroad best practices, potential destinations and innovative programming.
- Help host inbound exchange program participants to the SAIT campus, Calgary and several tourist locations. Hosting duties may include daytrips to Banff, Lake Louise, Drumheller, etc.
- Participate in weekly student leadership team meetings and activities.
- Attend student leadership training and any other relevant professional development and training sessions.
- Engage in other duties as opportunities allow.



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Benefits

- Develop leadership skills, intercultural competency, 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 leadership skills. Study Abroad Student Leaders may document their hours on their experiential record through our Co-Curricular program for future employment.
- Learn about the fields of student affairs and student mobility while making professional connections.
- Gain a letter of reference.
- Be mentored by the best! Our Study Abroad Team 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 involvement per semester. This includes training and professional development workshops offered throughout the semester. Shift schedules will be determined at the beginning of each semester.

Qualifications

We are seeking responsible, friendly, enthusiastic students who are passionate about global learning experiences and have an interest in connecting and sharing their knowledge with their peers. The ideal candidate for a Study Abroad Student Leader:

- Has experience developing social media content for groups or organizations.
- Is a strong public speaker with the ability to engage and encourage a group of peers.
- Is an enthusiastic team player with a positive attitude.
- Is globally-minded with a passion for inclusion and helping others.
- Has experience with student mobility programming (i.e. has participated in a semester exchange or short-term study tour). Past travel experience may also be considered.
- Is able to work well independently and with a team.
- Is a self-starter, reliable and can complete projects from start to finish.

Application Process

To apply, please complete the [application form](#). For inquiries, please contact study.abroad@sait.ca. Please note that in submitting your application, you are verifying that you are 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.