



**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:** School of Business Student Engagement Leader (GEO)

**Department or School:** School of Business

**Term:** Spring 2025 and Fall 2025 (*2 semester commitment preferred*)

**Number of Positions:** 2

**Hours per week:** 6 – 10 hours per week (*Varies throughout the year*)

**Compensation:** \$600 honorarium per semester + co-curricular credit

*This is a competitive student leadership opportunity for students currently enrolled in the Business Administration Diploma (BA) program, or who have advanced through this program into the Bachelor of Business Administration Degree. Applications will remain open until suitable candidates are hired.*

### Key Dates:

- **Mandatory LEADS Training:** Thursday, April 29, 2025 (All day)
- **BA Program Orientation:** Friday, May 2 (8:30 am - 11 am)

### Position Description

The School of Business BA program is looking for outgoing, enthusiastic, and conscientious students who are interested in contributing to the development and delivery of student engagement programs. GEO Student Engagement Leaders play a key role in fostering a welcoming, inclusive, and supportive learning community by planning and facilitating student events and activities. The team operates under a shared leadership model to promote and support a welcoming environment that fosters a sense of community, connection, and inclusion.

### Duties and Responsibilities

- Assist in planning and facilitation of student engagement programming, events, and activities.
- Actively promote events to School of Business students.
- Collaborate with SAIT service areas and School of Business clubs to cross-promote and/or work together on events.
- Capture and create content for social media, LaunchPad, and school communication.
- Co-manage GEO's Instagram and LinkedIn accounts to keep students informed and engaged.
- Develop a working knowledge of SAIT services and resources to educate peers on available support and opportunities.
- Participate in weekly team meetings (including agenda creation, chairing, and recording minutes)
- Attend student leadership training and professional development as part of the LEADS program.
- Supports BA New Student Orientation and the BA /BBA Meet Your Major event each semester.
- Take on additional leadership duties as opportunities arise.



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### Benefits

- \$600 honorarium per semester.
- **Co-Curricular Credit:** Document your leadership experience on an official SAIT Co-curricular Record for future employment.
- **Professional Development:** Gain leadership skills through workshops and activities.
- **Letter of Reference:** Letters of reference may be requested for outstanding service.
- **Skill Development:** Enhance your leadership, event planning, communication, and organizational skills while working on a diverse team.
- **Mentorship:** Be mentored by the best! Our BA team will guide and support you in running successful events and activities throughout your role.

### Time Commitment

Student leaders are expected to commit 6 –10 hours per week (schedule dependent). Preference will be given to students who can commit to at least two semesters.

### Qualifications

The School of Business is seeking motivated students who are eager to promote community, connection, and inclusion.

### Ideal Candidates:

- Are current students who have completed at least one semester in the Business Administration Diploma program.
- Are in good academic standing and maintain a good standing with the Office of Student Conduct.
- Can demonstrate their ability to balance academics with extracurricular commitments.
- Are familiar with SAIT and the International Center services, policies, and programs.
- Have a positive attitude, global mindset, and passion for inclusion and helping others.
- Work well both independently and in a team setting.
- Are self-starters, reliable, and able to complete projects from start to finish.
- Can engage and encourage their peers.
- Demonstrate respect, openness, and sensitivity towards all individuals regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, educational background, ability, or age.
- Have experience with or are eager to learn Instagram, LinkedIn, and CANVA (an asset).

### Application Process

To apply, please complete the [online application form](#). For inquiries, contact [student.engagement@sait.ca](mailto: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.