



**Southern Alberta
Institute of Technology**
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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: Spring/Summer 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: May 2025 – August 2025 (with possibility of extension to fall 2025 term)

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!

Duties and Responsibilities

- Develop and execute a social media content plan to promote study abroad trips.
- Create and schedule engaging Facebook posts, stories, and videos to showcase student experiences.
- Design and distribute promotional materials (posters, digital ads, etc.).
- Assist with classroom presentations, info sessions, and pre-departure orientations.
- Help host promotional booths and displays at SAIT events like Orientation.
- Research grants and scholarships available to Canadian students studying abroad and assist with updating study abroad funding section of sait.ca.
- Participate in weekly student leadership team meetings and training sessions.
- Attend student leadership training and professional development opportunities.
- Support other Study Abroad projects as opportunities arise.

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 Co-curricular Record. Study Abroad Student Leaders may document their hours and experiences on an official SAIT Co-curricular Record 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. **Successful candidates must attend all-day LEADS training on Thursday, April 29.**

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 with student mobility programming (i.e. has participated in a semester exchange or short-term study tour). Past travel experience may also be considered.
- Has experience developing social media content for groups or organizations.
- Familiarity with design tools (e.g., Canva, Adobe Express, or Photoshop) for creating promotional materials is preferred.
- Is a strong public speaker with the ability to engage and encourage a group of peers.
- Is able to work well independently and with a team.
- Is an enthusiastic team player with a positive attitude.
- Is globally-minded with a passion for inclusion and helping others.
- 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.