



**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:** Community Engagement Student Leader

**Department or School:** Community Engagement

**Term:** Winter 2025

**Number of Positions:** 1

**Hours per week:** 3-5 per week dependent on student schedules

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

**Compensation:** \$1,000 honorarium per completion of each semester and Co-Curricular credit

*This is a competitive student leadership opportunity open to current SAIT students. Competition for leadership positions will close as suitable candidates are hired.*

### Position Description

The SAIT Office of Community Engagement was established in 2023 to build on SAIT's rich history of supporting our community. We define community engagement *as a process in which the institution and local community partners work collaboratively toward responding to civic needs*. To support this process, we will:

- **ALIGN** activities toward responding to civic needs and support projects that strengthen society
- **CONVENE** to promote a spirit of collaboration and conversation about important civic needs and to advance community projects
- **TELL** the story of how we are responding to civic needs and taking on projects that strengthen society

Community Engagement Student Leaders will support the Office of Community Engagement, particularly the annual Community Volunteer Fair, and other projects that are part of the SAIT Community Engagement plan.

### Duties and Responsibilities

- Assist with the annual SAIT Community Volunteer Fair – support Project Team; attend January 23 event; lead volunteer training (event day volunteers); welcome and assist representatives from external organizations; welcome attendees at welcome stations; contribute to the development of a post-event report.
- Assist with communication with representatives from external organizations.
- Act as Community Engagement liaison with SAIT schools and departments to assist with projects (e.g. community deliberation and deliberative journalism, military memorial, etc.)
- Attend student leadership training and any other mandatory professional development and training sessions that are a part of the LEADS program.
- Engage in other duties as opportunities allow.



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### Benefits

- Earn a **\$1,000** honorarium per semester involved in the program.
- Develop your leadership skills and document them on your experiential record through our Co-Curricular program for future employment.
- Develop your experience through training and professional development opportunities throughout the year.
- Gain a letter of reference. Letters of reference will be available for outstanding service.
- Improve your skills. Gain leadership, event planning and organizational skills while working on a diverse team.
- Be mentored by the best! Our team will guide you on the practicalities of running successful programming, etc.

### Commitment

Each student leader commitment is approximately **3-5** hours per week, schedule dependent.

### Qualifications

We are seeking student leaders to foster and support an inclusive environment of *connecting, learning, practicing and serving*. The ideal candidate for a *Community Engagement Student Leader* position:

- Is an enthusiastic team player with a positive attitude
- Is globally-minded with a passion for inclusion and helping others
- Is able to work well independently and with a team
- Is a self-starter, reliable and can complete projects from start to finish
- Has the ability to engage and encourage a group of peers
- 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.

### 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.