



**Southern Alberta
Institute of Technology**
1301 16th Avenue NW
Calgary, Alberta T2M 0L4
Canada
Toll-free: 1.877.284.7248
sait.ca

MacPhail Student Club Collaboration Leader - Position Description

Position Title: MacPhail Student Club Collaboration Leader

Department or School: MacPhail School of Energy

Term: Winter 2025 and Spring/Summer 2025

Number of Positions: 1

Hours per week: 3-5

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

Compensation: \$600 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 MacPhail School of Energy has 10 diploma programs, 4 certificate programs, 1 applied degree and 4 apprenticeship programs. There are currently 8 fully independent Student Clubs operating across the various credit programs in MacPhail. Each of these clubs has some incredible things they are doing in support of student engagement and creating opportunities for students to interact with Industry. The role of Student Club Collaboration Leader is to foster collaboration across the 8 independent clubs with a view to enabling each of the clubs to learn from the experiences and practices of the other clubs, thereby increasing the overall effectiveness of student clubs and creating a more consistent student experience. Through this process of engagement and with input from all of the clubs, the Student Club Collaboration Leader will create an inventory of “best practices” to allow for more effective transition to future student club leadership through the years.

Duties and Responsibilities

- Develop and chair a MacPhail Student Club Leadership council that meets periodically to share knowledge and learnings
- Engage with each of the student clubs to understand what their strengths are and what is working well within their club
- Engage with SAITSA on matters related to student clubs and act as a liaison between SAITSA and MacPhail’s student clubs
- Develop an inventory of best practices through your engagement with the various clubs and share these learnings across all of MacPhail’s student clubs
- Act as a conduit for student club information between the various clubs and the MacPhail Student Reporter to foster awareness of club events through the emPOWERing MacPhail Newsletter
- Attend student leadership training and other relevant professional development and training sessions that will be offered throughout each semester.
- Engage in other duties as opportunities allow.



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Benefits

- Earn a \$600 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 MacPhail team will guide you on the practicalities of running successful programming.

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 the International Student Engagement Leader:

- A current student who has completed least 1 year of studies in a credit program within MacPhail
- Is a connector and a collaborator with an ability to build productive relationships
- Is an enthusiastic, engaging 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. 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.