



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

Mentorship Team Lead- Position Description

Position Title: Mentorship Team Lead

Department or School: Student Engagement, Learner and Academic Services

Term: Winter/Spring 2025 term

Number of Positions: Multiple

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 – August 2025

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

NOTE: Successful candidates must attend all-day LEADS training on Thursday, December 19th

Position Description

The Office of Student Engagement is looking for dynamic and dedicated students with prior mentorship and/or leadership experience to assist with the promotion, growth, and delivery of the SAIT Peer Mentorship program. Mentorship Team Leads will oversee a group of 5-7 peer mentors on a monthly basis. Mentorship Team Leads support mentors and ensure that all mentorship duties are performed to a high standard. Peer mentorship presents a unique opportunity to connect with other SAIT students. Both having a mentor and being one encourages personal empowerment, allowing students to practice and develop valuable skills while experiencing campus life.

Duties and Responsibilities

- Support the recruitment of peer mentors in collaboration with Student Engagement staff, SAIT service areas, and student groups
- Facilitate teambuilding and training activities to their assigned peer mentors.
- Track interactions among the assigned mentor group by reviewing mentorship logs and flag any concerns to the coordinator.
- Perform related administrative and record keeping duties including the tracking of mentor group hours
- Assist coordinator in the validation of CCR activity
- Field questions and proactively provide support, resources, and connection to SAIT services within assigned mentors.
- Schedule and attend check-ins with their mentors.
- 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.

Benefits

- Develop leadership skills, intercultural competency, and communication, event planning and organizational skills while working on a diverse team. Gain experience through training and professional development opportunities throughout the year.



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

- Develop your leadership skills. Mentorship Team Leads may document their hours on their experiential record through our Co-Curricular program for future employment.
- Gain a letter of reference. Letters of reference will be available for outstanding service.
- Join a team. There is no group more fun than the Student Engagement Office!
- Be mentored by the best! Our Student Engagement staff 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 leadership involvement including training and professional development workshops per semester. Shift schedules will be determined at the beginning of each semester.

Qualifications

The Student Engagement office is a dynamic group of people, with a variety of skills, abilities, views, and beliefs. We are seeking student leaders to foster and support an environment of connecting, learning, practicing, and serving. The ideal candidate for a Mentorship Team Lead:

- Has completed at least two semesters in a diploma or degree program as a SAIT student and has good familiarity with the SAIT community (services, policies, etc.). Previous experience with SAIT peer mentorship is preferred.
- Is an enthusiastic team player with a positive attitude.
- Is globally minded with a passion for inclusion and helping others. 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.
- 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.
- All student leaders must demonstrate their ability to balance their academics with their extracurricular commitments and must be in good academic standing.
- Is in good standing with the Office of Student Conduct.

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: Details of academic/non-academic misconduct cases are not shared through this process.