



**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 International Student Engagement Leader (GEO)

**Department or School:** School of Business

**Term:** Winter 2025 and Spring 2025

**Number of Positions:** 2

**Hours per week:** 6 – 10 hours per week

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

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

*This is a competitive student leadership opportunity open to School of Business international 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.*

**Important Dates:** Successful candidates must attend all-day LEADS training on Tuesday, December 19, and the BA Program Orientation on Friday, January 3 from 8 am to 11 am.

### Position Description

The School of Business, BA program is looking for outgoing, enthusiastic, and conscientious international students who are interested in contributing to the development and delivery of student engagement programs. The School of Business is dedicated to supporting student success and creating a welcoming and inclusive learning community.

### Duties and Responsibilities

- Assist with the planning and facilitation of student engagement programming, events, and activities.
- Actively promote events and activities to international BA students.
- Collaborate with SAIT service areas and School of Business clubs to cross-promote and/or work together on events and activities.
- Capture and create content during events to share on social media, LaunchPad, and other school communication channels.
- Shared management of GEO's Instagram and LinkedIn accounts to keep students informed and engaged.
- Have a working knowledge of SAIT services and International Center student resources to effectively educate peers on available support and opportunities.
- Attend and participate in weekly team meetings. This includes shared responsibilities for creating and distributing an agenda, chairing meetings, and recording meeting minutes.
- Attend student leadership training and any other mandatory professional development and training sessions that are a part of the LEADS program.
- Supports BA New Student Orientation and the BA /BBA Meet Your Major event each semester.
- Engage in other duties as opportunities allow.



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### Benefits

- Earn a \$600 honorarium per semester involved in the program.
- Gain credit for your co-curricular record. Student Leaders may document their hours and experiences on an official SAIT Co-curricular Record for future employment.
- Explore the foundations of leadership in professional development workshops and activities throughout the year.
- Gain a letter of reference. Letters of reference may be requested for outstanding service.
- Develop and showcase your skills. Enhance your leadership, event planning, communication, and organizational skills while working on a diverse team.
- Be mentored by the best! Our BA team will guide and support you in running successful events and activities throughout your role.

### Commitment

Each student leader is expected to commit approximately 6 –10 hours per week (schedule dependent).

### Qualifications

The School of Business is seeking international student leaders to join a team of a dedicated team of students. The team operates under a shared leadership model to promote and support a welcoming environment that fosters a sense of community, connection, and inclusion.

The ideal candidate for an International Student Engagement Leader:

- is an international student who has completed at least one semester in the Business Administration Diploma program.
- is in good academic standing and maintains a good standing with the Office of Student Conduct.
- can demonstrate their ability to balance their academics with their extracurricular commitments.
- is familiar with SAIT and the International Center services, policies, and programs.
- is an enthusiastic team player and has a positive attitude, a global mindset, and a passion for inclusion and helping others.
- works well independently and within 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, colour, religion, gender, gender identity or expression, sexual orientation, national origin, educational background, ability, or age.
- is familiar with or is interested in learning Instagram, LinkedIn, and CANVA is considered 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.