



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

**Position Title: School of Construction Events and Operations Student Leader**

**Department or School: School of Construction**

**Term: Winter - Spring 2025**

**Number of Positions: 5**

**Hours per week: 3-10 hours per week, dependent on student schedules *\*This number is given as an estimate. Actual time commitment may vary throughout the year.***

*This is a competitive student leadership opportunity open to current SAIT students.*

*Competition for leadership positions will close as suitable candidates are hired.*

*Please note that successful candidates must attend all-day LEADS training on Thursday, December 19, 2024.*

### **Position Description**

The School of Construction is looking for a dynamic and dedicated student who is interested in contributing to our team as an Events and Operations Student Leader. This is an exciting opportunity to gain hands-on experience assisting with the planning and execution of SoC events and promotional activities. As part of a high-performing team tasked with multiple responsibilities, the student must be flexible, take the initiative to meet objectives, and work independently and as part of a team.

### **Duties and Responsibilities**

- Assist with the development, planning and facilitation of School of Construction events and activities, including but not limited to procurement and inventory of Marketing materials and event logistics.
- Have a working knowledge of SAIT services
- Collaborate with SAIT service areas, student and employee groups, and external organizations as needed.
- Work with other student club leaders in SoC to promote events and initiatives
- Capture and create promotional content during events to share on SAITNOW forums and school bulletins
- Attend and participate in team meetings as needed. This may include 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 offered by the LEADS program.
- Assist with the operation of the school and sites by performing cover-off reception
- Engage in other duties as opportunities allow.



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### **Benefits**

- 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 programming and support you along the way.

### **Commitment**

Successful applicants are expected to fulfill 50 hours 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**

We are seeking student leaders to foster and support an inclusive environment of connecting, learning, practicing and serving. The ideal candidate for a School of Construction Events and Operations Student Leader Student Leader:

- Has completed at least one semester as a SAIT student
- Proficiency with MS Excel and familiarity with Whova, Eventbrite and Canva are considered an asset
- Is an enthusiastic team player with a positive attitude who can interact confidently and build relationships with new people
- Demonstrates enthusiasm and a positive approach to tasks and challenges
- Works well in a collaborative environment, contributing to the success of the team
- Takes initiative, is proactive, and can work well with a team and independently with minimal supervision
- Is a self-starter, reliable and can complete projects from start to finish
- 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.



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### 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.

