



**Southern Alberta  
Institute of Technology**  
1301 16th Avenue NW  
Calgary, Alberta T2M 0L4  
Canada  
Toll-free: 1.877.284.7248  
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## LEADS - Position Description

Position Title: Writing Services Peer Leader  
Department or School: Writing Services (LLSC)  
Term: Fall 2024, with possibility of extension into Winter 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: \$ 500 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, so please apply early.*

**Note:** *The successful candidate must attend an all-day LEADS training session on August 22<sup>nd</sup>.*

### Position Description

*Writing Services is looking for a dedicated and highly reliable student to assist with the growth and delivery of programming to the wider SAIT community. Writing Services provides timely and high-quality writing and presentation support to students through appointments, assignment reviews, workshop facilitation, and e-learning resources. Excellent English language and writing skills are a must for this role. Related experience is a strong asset.*

### Duties and Responsibilities

The successful candidate may be involved in all, or a portion, of the activities listed below:

- Review assignments and provide constructive writing feedback to students via email.
- Support and/or facilitate online and in-person workshops.
- Compile and design the new Writing Services semesterly newsletter using Canva or a related graphic design tool.
- Translate workshop material into written e-learning resources for our Content Management System (LibGuides).
- Support the promotion and visibility of Writing Services at various events.
- Engage in regular check-in meetings with your supervisor.
- Attend any related team meetings as needed.
- Engage in other duties or special projects as opportunities or time allow.
- Attend student leadership training and any other mandatory professional development and training sessions that are a part of the LEADS program.

### Benefits

- Earn a \$ 500 honorarium per semester in this program.
- Develop your Co-curricular Record. Student Leaders may document their hours and experiences on an official SAIT Co-curricular Record for future employment.



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- Develop your experience through training and professional development opportunities throughout the year.
- Gain a letter of reference. Letters of reference will be provided for outstanding contribution to Writing Services and upon completion of the required hours of service.
- Be mentored by the best and improve your skills! Our team will guide you on the practicalities of implementing successful peer-to-peer Writing Service programming.

### **Commitment**

Student leader commitment is approximately **3-5+** hours per week, depending on need, for a total of 50 hours per semester.

### **Qualifications**

We are seeking a student leader to foster and support a learning environment that values writing and communication competencies among SAIT students. The ideal candidate for the **Writing Services Peer Leader** has the following qualifications:

- Excellent English language writing skills.
- Very strong reading, listening, and presentation skills.
- Proven attention to detail with ability to prioritize tasks and meet deadlines.
- High degree of dependability. Elements of this role may need to be completed virtually and within tight timelines, so a substantial degree of reliability is needed.
- Strong ability to follow direction and instruction. The successful candidate needs to follow policy and protocol, and work within the scope of their position.
- Positive attitude and able to work well independently and within a team environment.
- Ability to complete projects from start to finish.
- Reference from a SAIT writing instructor is preferred.
- Previous experience providing peer writing feedback and/or working with EAL students is an asset.
- Previous experience using or working at a post-secondary writing centre is an asset.
- International students with very strong English writing and communication skills are encouraged to apply.

### **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.