

Student Activities Team Member (SAT) Position Description 2026-2027

Position Title:	Student Activities Team Member (SAT)
Department:	SJU Student Affairs
Reports to:	Residence & Community Life Assistant, Activities Coordinators
Contract Period:	Fall 2026, Winter 202, Spring 2027
Hours:	5-7 hours per week

General Accountability

Student Activities Team members are accountable to the Residence & Community Life Assistant, Activities Coordinators, Student Affairs, and ultimately St. Jerome's University. Student Activities is comprised of undergraduate students who are responsible for interest and needs-based programming with a focus on community building and complementing the residence life program and led by an Activities Coordinator.

Through the planning and execution of Student Activities events, an SAT supports the Student Affairs program's learning goals of self-understanding, community, dignity of all, purpose, reflection and meaning making.

Nature and Scope

A Student Activities Team member (SAT) is a volunteer student leader responsible for providing events and programming that meet the Student Affairs program's learning goals, with an emphasis on fostering a strong sense of belonging to the SJU community.

An SAT is a positive and enthusiastic St. Jerome's community member who has a passion for including and welcoming new students. They are strong relationship builders and able to connect students to one another through intentional programming and events. They are creative and able to work well within a team setting to create and execute activities for the student community. An SAT is approachable, responsible, and a reliable team member.

Contract Period

SAT contracts can be offered for one or more of the following academic terms:

- Spring 2026
- Fall 2026
- Winter 2027
- Spring 2027

Regardless of the contract period, all SATs must complete the online and in-person portions of Student Affairs Leadership Training. All SATs must complete the online and in-person components of the onboarding process.

Roles and Responsibilities:

1. General

- Serve as a connection between the residence community, Student Affairs, Student Advising, and the broader St. Jerome's University community.
- Implement programming that reflects the objectives outlined by Student Affairs, St. Jerome's mission, and vision

2. Teamwork & Leadership

- Be a positive representation of and be committed to the goals of St. Jerome's University including but not limited to; practicing professionalism, acting as a role model for peers and new students, and embodying the values of Student Affairs and St. Jerome's.
- Develop and implement sub team events
- Manage schedule to ensure academic and personal needs are balanced with the SAT role.
- Attend ongoing professional development opportunities offered to student leaders

3. Community Development

- Build relationships with students and foster a strong sense of belonging to the SJU community through inclusive and welcoming programming.
- Understand and practice equity, diversity, and inclusivity in all aspects of the SAT role
- Promote and model mutual respect, constructive feedback, effective communication, and teamwork
- Support and attend collective community programming led by the Community Advisors of Student Affairs (CASAs)

4. Collaboration & Communication

- Effectively communicate and collaborate with others, including, but not limited to other SATs, ACs, the RCLA, Student Affairs Staff, and other student leaders.
- Respond to communications from professional staff and student leaders in an appropriate time frame using designated platforms
- Support and attend recruitment and orientation events such as You @ Waterloo Day, Arts Ready, and Open House events

Academic Requirements and Qualifications

- a) Must be enrolled as a full-time undergraduate student at the University of Waterloo for the contract term.
- b) Demonstrated positive contribution to community at St. Jerome's University, University of Waterloo, Conrad Grebel University College, Renison University College, or United College.
- c) Capacity to excel independently as well as a member of a team.
- d) Strong desire to work in a team environment within the St. Jerome's community.

Conditions of Employment

This is a part-time, volunteer position, and the hours are expected to be flexible and correspond with the happenings of student life.

To be considered for this role, candidates must be making satisfactory progress toward the completion of their degree. Additionally, candidates should not have serious incidents or allegations of misconduct as assessed by their Associate Dean.

Please note that minor infractions will not automatically exclude a candidate from consideration. Each candidate is assessed on an individual basis.

Following offers of employment, any behaviour that is contrary to the expected conduct of any Student Affairs staff members will result in an immediate review of your employment offer.

Co-op/Field Placement Information

Should you be enrolled in the co-operative education program or in a course requiring a field placement that will take place during your employment with Student Affairs, you must make that apparent to the Student Advisor. There are additional requirements that co-op students must follow should they hold a position within Student Affairs which can be provided upon successful hiring.



Important Dates

SATs are required to be present and attend all the important dates listed below for their contract period. These dates are subject to change and do not capture the entirety of the role. If changes are required, SATs will be notified in a timely manner.

All SATs

Pre-Service Orientation and Information Session	April 2026 (half day)
Online training modules (asynchronous)	Summer 2026
Administrative tasks	Summer 2026
Student Leader August Training (in-person)	August 24- September 4 2026 (required to live in residence for the entirety of training)

Spring 2026 SATs

Spring Residence Move-in	May 10, 2026
You @ Waterloo Day	May 2026 (1 day – TBD)
Arts Ready Event	July 2026 (1 day – TBD)
Ongoing professional development sessions	Once per month

Fall 2026 SATs

Fall Move-in	September 5, 2026
Fall Orientation Week	September 6 – 12, 2026
Fall Open House	November 2026 (1 day)
Ongoing professional development sessions	Once per month

Winter 2027 SATs

Frost Week	January 2027 (first week of classes)
March Open House	March 2027 (1 day)
Ongoing professional development sessions	Once per month

Spring 2027 SATs

Spring Residence Move-in	May 2027 (1 day – TBD)
You @ Waterloo Day	May 2027 (1 day – TBD)
Arts Ready Event	July 2027 (1 day – TBD)
Ongoing professional development sessions	Once per month

Please note that these dates are subject to change. If changes are required, you will be notified in a timely manner.