

Program	Office of Experiential Learning and International Programs
Location	St. Francis Xavier University, Coady Building Room 374
Contract Duration	September 2026 through to April 2027
Salary	\$17/ hour per minimum wage rates in N.S
Hours	Consistent 6 hours per week with flexibility to increase

Summary of Position:

Our Student Leader staff will add valuable support to the day-to-day and overall operations of the Service Learning department at StFX- which also includes work for Immersion Service Learning and International Exchange. Student Leaders should expect to work on short-term *and* long-term projects that encompass a variety of moving parts and collaborators. This position will have consistent tasks that will stretch across each individual semester but it will also have tasks that are specific to each semester. This position will report directly to the Experiential Learning Program Administrator while being accountable to collaborate closely with StFX students, community members and StFX professional staff. This is a developmental opportunity.

Duties:

- Assist in the creation of promotional materials and sharing communication with all stakeholders
- Co-ordinate internal services and communications across our networks
- Attend/help organize/participate in oncampus events to represent SL/ISL/International Exchange
- Performing various and changing administrative duties necessary for the operation of our programs
- Create and run presentations/orientations about SL/ISL/International Exchange
- Track our student participation through each semester and be a reliable resource for participating students

Qualifications:

- Must have good time management skills and attention to detail
- Ability to handle multiple projects, meet deadlines and confidently seek clarification when needed
- Must be able to work both independently and as part of a team
- Demonstrate a friendly, outgoing, and helpful approach to working with the public
- Ability to produces documents and promotional material in line with department instruction and tone
- Proficiency with Microsoft Office Suite, Canva and Outlook platforms
- Evening and weekend hours are sometimes required to attend events
- Experience in Course-Based Service Learning, Immersion Service Learning or Exchange is an asset

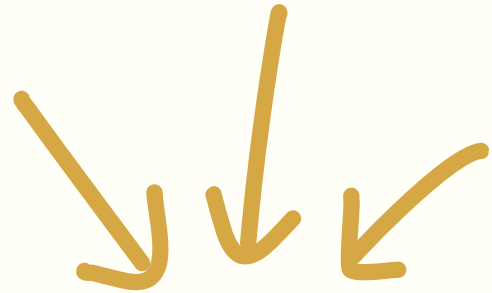
To Apply:

Submit your application by email to **Caley Chisholm** at cjchisho@stfx.ca

Please make the email subject line: **Service Learning Student Leader Application 2026-2027**

Please include together, in ONE combined document, the following:

1. **A Cover Letter**
2. **A Resume**
3. **An Unofficial Transcript (can be acquired via Banner)**
4. **The Names and Contact Info of TWO References**



DEADLINE TO APPLY IS 12P.M. THURSDAY, MARCH 12TH, 2026

Interviews will take place the week of March 23rd, 2026

Successful candidates will be required to participate in a paid informal 'Team Meet & Greet' at the end of March or in early April 2026, exact date **TBD**. Student Leaders will then be required to participate in paid training at the beginning of September as schedules allow. Leaders will be required to attend all paid training sessions.

For any questions or clarifications and/or support, please contact **Caley Chisholm** (cjchisho@stfx.ca)