



University Of Toronto Mississauga
Students' Union

Employment Opportunity
CHIEF RETURNING OFFICER
UTMSU – University of Toronto Mississauga Students' Union
Local 109, Canadian Federation of Students

Position Type: Part-Time, contract
Positions Available: One (1)
Location: University of Toronto Mississauga (UTM campus)
Compensation: \$18 per hour
Application Deadline: Wednesday, February 13th 2019
Start Date: No later than Thursday, February 18th 2019
End Date: Friday, March 29thth 2019

Hours: This position will require at least 30 hours of work per week for a period of at least seven (7) days during main election period.

Responsibilities:

The CRO will be required to oversee the successful operation of the 2019 UTMSU Winter elections and referenda for a dynamic and diverse students' union of over 14,000 undergraduate UTM students.

The specific duties of the CRO include, but are not limited to:

- Promoting and planning for the elections and referenda.
- Hiring, training and supervising the Deputy Returning Officer and Poll Clerks.
- Ensuring that the election process is organized in a fair, non-partisan manner without bias.
- Strict enforcement of all election rules and guidelines as outlined in the U.T.M.S.U. Elections and Referenda Procedures Code.
- Attending the U.T.M.S.U. Elections and Referenda Committee meetings and assisting with duties as required.
- Delivering a complete written and oral final report to the Board of Directors.

Qualifications:

The ideal candidate must possess a friendly, yet assertive demeanor and should possess the following skills and experience:

- Excellent organizational skills.
- Excellent communication skills – both written and oral.
- Ability to analyze and clearly interpret the rules and regulations surrounding proper election procedures as is stated in the U.T.M.S.U. Elections and Referenda Procedure Code.
- Experience in supervising and training staff.

Assets:

- Prior experience working with or within a students' union.
- Knowledge and experience with electoral processes.

APPLICATION MUST INCLUDE: A Cover Letter & Resume.

All applications must be submitted by Wednesday February 13th, 2019 at 11:59 p.m. Please direct resumes, cover letters and proposals to jobs@utmsu.ca. Only candidates selected for an interview will be contacted. Please do not telephone but feel free to follow-up via e-mail.

University of Toronto Mississauga Students' Union
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