



University of Toronto Mississauga
Students' Union

LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd, Mississauga, Ontario L5L 1C6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

EMPLOYMENT OPPORTUNITY

Position: Chief Returning Officer (CRO)
Type: Part Time
Location: Mississauga
Duration: September, 2020 - October, 2020

Date Posted: August 6th, 2020
Expiry Date: August 20th, 2020 –11:59 pm.
Positions: One (1)

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. **The UTM Students' Union is membership driven and cannot survive without vital student input and involvement.** Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

The CRO will be required to oversee the successful operation of the 2020 UTMSU Fall Elections for Board of Director positions, and any vacant positions. This position will require at least 30 hours of work per week for a period of at least seven (7) days during the main election period.

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

- Promoting and planning for the elections and referenda.
- Maintain constant communication with all nominees ensuring a smooth election process.
- 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 UTMSU Elections and Referenda Procedures Code.
- Supervise and train staff for the election process.
- Attending meetings and assisting with duties as required.
- Delivering a complete written and oral final report to the Elections and Referenda Committee.
- Other duties as assigned

What you bring to the table:

- 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 UTMSU Elections and Referenda Procedure Code.
- Experience in supervising and training staff.
- Prior experience working with or working within a students' union is an asset
- Knowledge and experience with the electoral process is an asset.



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Compensation:

Remuneration is \$18/hour

Contact / Application Information:

For more information on the position of Chief Returning Officer, please contact UTMSU at jobs@utmsu.ca.

How to Apply:

Please send your cover letter & resume by **August 20th 2020 at 11:59 pm** to the attention of Fahad Dayala: jobs@utmsu.ca. Please use the subject **“Application: CRO Fall Elections”**.

Interview:

Only selected candidates will be invited for an interview.

Your Students' Union
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Local 109 - Canadian Federation of Students

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www.facebook.com/UTMSU or follow us on Twitter @myUTMSU