



University of Toronto Mississauga
Students' Union

LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd, Mississauga, Ontario L5L 1J7 | Tel: (905) 828-5249 | Fax: (905) 569-4714

EMPLOYMENT OPPORTUNITY

Position:	Deputy Returning Officer (DRO)	Date Posted:	August 6 th , 2020
Type:	Part Time	Expiry Date:	August 20 th , 2020 – 11:59 pm.
Location:	Mississauga	Positions:	One (1)
Duration:	September, 2020 - October, 2020		

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 Deputy Returning Officer (DRO) will be required to assist the CRO and the Elections and Referenda Committee to oversee the successful operation of the 2020 Spring elections for a dynamic and diverse students' union of over 14,000 undergraduate UTM students.

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

- Promoting and planning for the elections and referenda.
- Aid the Chief Returning Officer (CRO) in hiring, training and supervising 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 UTMSU Elections and Referenda Procedures Code.
- Attending the UTMSU Elections and Referenda Committee meetings and assisting with duties as required.
- Delivering a complete written and oral final report to the Board of Directors.
- 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 \$15/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 on August 20th 2020 at 11:59 pm to the attention of Fahad Dayala: jobs@utmsu.ca. Please use the subject “**Application: DRO 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