



POLL CLERK JOB POSTING

Position Type: Part-Time, Contract

Positions Available: Forty (40)

Location: University of Toronto Mississauga (UTM campus)

Compensation: \$14.25/ hour

Application Deadline: Wednesday, September 22, 2021 at 5PM (EST)

Start Date: Monday, September 27, 2020.

Must be available to attend mandatory training on Monday, September 22, 2021.

End Date: Monday, October 11, 2021. Contract could be extended.

Hours: This position will require approximately 10-15 hours of work per week for a period of at least seven (7) days, with the possibility of extension on a part-time basis.

Responsibilities:

The poll clerk will support the UTMSU Chief returning Officer and the elections and referenda committee oversee the successful operation of the 2020 Spring elections and by-elections for a dynamic students' union of over 15,000 undergraduate UTM students.

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

- Promoting the elections and by-elections in a non-partisan manner
- Responsible for opening and/or closing the polls on polling days (October 5-7, 2021)
- Confirming voter identification.
- Setup and takedown materials, including signage at the poll location.
- Always act impartial while working at the polls.
- Adhere to all election rules and guidelines as outlined in the UTMSU Elections and Referenda Procedures Code.

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.
- Reliable, professional and possess the ability to be discreet and exercise good judgment
- An understanding of equity, inclusion and accessibility principles

Assets:

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

APPLICATIONS MUST INCLUDE: A Cover Letter and resume.

All applications must be submitted by Wednesday, September 22, 2021 at 5PM (EST). Please direct resumes and cover letters 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 after the posting deadline has passed.