



University of Toronto Mississauga  
Students' Union  
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

1815 Inner Circle Rd., Student Centre Room 100  
Mississauga, ON, L5L 1C6  
T: 905-828-5249 F: 905-569-4714

## Employment Opportunity

### DEPUTY 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:** \$16 per hour

**Application Deadline:** Monday, January 24, 2022

**Start Date:** No later than Monday, February 21, 2022

**End Date:** Friday, March 25, 2022

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

#### **Responsibilities:**

The Deputy Returning Officer (DRO) will be required to assist the Chief Returning Officer (CRO) and the Elections and Referenda Committee oversee the successful operation of the 2022 Spring elections and referenda for a dynamic and diverse students' union of over 15,000 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.

#### **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.
- Proficiency in Zoom or other video conferencing platforms.

**APPLICATION MUST INCLUDE:** A cover letter and resume.

All applications must be submitted by Monday, January 24, 2022 at 11:59PM. Please direct resumes, cover letters and proposals to [jobs@utmsu.ca](mailto: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**  
**Room 100, Student Center • 1815 Inner Circle Road • Mississauga, Ontario • L5L 1C6**  
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