



## 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, February 13, 2023

**Start Date:** No later than Monday, February 27, 2023

**End Date:** Friday, March 31, 2023

**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 CRO and the Elections and referenda committee oversee the successful operation of the 2023 Spring elections and referenda 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.

#### **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 and resume.

All applications must be submitted by Monday, February 13, 2020 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**  
E-mail: [jobs@utmsu.ca](mailto:jobs@utmsu.ca)