



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: \$17 per hour

Application Deadline: Wednesday, September 20th, 2023

Start Date: No later than Monday, September 25th, 2023

End Date: Tuesday, October 31st, 2023

Hours: This position will require at least 10 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 2023 Fall By-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 and referendum processes are organized in a fair, non-partisan manner without bias.
- Strict enforcement of all election and referendum 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 complete written and oral final reports 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 **Wednesday, September 20th, 2023 at 11:59PM**. Please direct resumes, cover letters and proposals 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.

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