



EMPLOYMENT OPPORTUNITY

Position: Chief Returning Officer
Type: SEASONAL FULL TIME
Location: Mississauga - UofT Mississauga Campus
Duration: This position will require 30 - 40 hours of work per week.

Date Posted: January 20th, 2025
Expiry Date: February 3rd, 2025 - 6:00PM

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 CRO will be required to oversee the successful operation of the 2023 UTMSU Spring Elections for a dynamic and diverse students' union of over 14,000 undergraduate UTM students.

- The specific duties of the CRO include, but are not limited to:
- Promoting and planning for the elections.
- Hiring, training and supervising the Deputy Returning Officer and 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.

Qualities/Skills Required:

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 UTMSU 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.

Compensation:

Remuneration is \$20.00/hour, negotiable.

Contact / Application Information:

For more information on the position of Campus Groups Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: executivedirector@utmsu.ca. Please use the subject "Application: UTMSU CRO."

How to Apply:

Please send your cover letter & resume by February 3rd, 2025 - 6:00PM to the attention of Ronny Chen: jobs@utmsu.ca and CC: executivedirector@utmsu.ca. Please use the subject "Application: UTMSU CRO."

Interview:

Only selected candidates will be contacted for an interview.

- Your Students' Union
University of Toronto Mississauga Students' Union
Local 109 - Canadian Federation of Students

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