



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: Three (3)

Location: University of Toronto Mississauga (UTM campus)

Compensation: \$18 per hour

Application Deadline: Wednesday, February 26th, 2025

Start Date: No later than Friday February 28th, 2025

End Date: Monday, March 17th, 2025

Hours: This position will require at least 20 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 2025 Spring Elections and referenda for a dynamic and diverse students' union of over 16,000 undergraduate UTM students.

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

- Promoting and planning for the elections and referendums.
- 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 Wednesday, February 26th, 2025 at 11:59PM.
Please direct resumes and cover letters to the attention of Kyri Williams at cro@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
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