



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

ELECTION POLL CLERK

UTMSU – University of Toronto Mississauga Students' Union
Local 109, Canadian Federation of Students

Position Type: Part-Time, Contract

Location: University of Toronto Mississauga (UTM campus)

Compensation: \$18.00/ hour

Application Deadline: Wednesday, March 5th at 11:59 PM (EST)

Start Date: No later than Friday, March 7, 2025.

Must be available to attend mandatory training.

End Date: Monday, March 17th, 2025. Contract could be extended.

Hours: This position will require approximately 10-15 hours of work per week for a period of at least seven (7) days, with the possibility of extension on a part-time basis.

Responsibilities:

The poll clerk will support the UTMSU Chief returning Officer and the elections and referenda committee oversee the successful operation of the 2025 Spring Elections and by-elections for a dynamic students' union of over 16,000 undergraduate UTM students.

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

- Promoting the elections and by-elections in a non-partisan manner
- Responsible for opening and/or closing the polls on polling days (March 11-13, 2025)
- Confirming voter identification.
- Setup and takedown materials, including signage at the poll location.
- Always act impartial while working at the polls.
- Adhere to all election rules and guidelines as outlined in the UTMSU Elections and Referenda Procedures Code.

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.
- Reliable, professional and possess the ability to be discreet and exercise good judgment
- An understanding of equity, inclusion and accessibility principles

Assets:

- Prior experience working with or within a students' union.
- Knowledge and experience with electoral processes.

APPLICATIONS MUST INCLUDE: A Resume.



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All applications must be submitted by Wednesday, March 5th at 11:59PM (EST).

To apply, please complete the following Google form: <https://forms.gle/epbPxicy1YhZ8n6f9>

Please do not telephone, but feel free to follow up via email within 48 hours after the posting deadline has passed.

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