



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), or as needed

Location: University of Toronto Mississauga (UTM campus)

Compensation: \$18 per hour

Application Deadline: August 29th, 2025 at 11:59 PM

Start Date: No later than September 15th, 2025

End Date: No later than October 20th, 2025

Hours: This position will require at least 30 hours of work per week during the main election period. Hours outside during this period may vary.

Responsibilities:

The Deputy Returning Officer (DRO) will be required to assist the Chief Returning Officer (CRO) and the Elections and Referenda Committee to oversee the successful operation of the 2025 Fall elections 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.

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.
- Excellent conflict resolution and problem solving skills.
- Ability to analyze and clearly interpret the rules and regulations surrounding proper election procedures as is stated in the UTMSU Elections 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 **Friday, August 29th, 2025 at 11:59 PM (EST)**. Please direct resumes, cover letters and proposals to the attention of Rui (Owen) Zhang at jobs@utmsu.ca and 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.

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