



## Employment Opportunity

### ELECTION POLL CLERK

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

**Position Type:** Part-Time, contract

**Positions Available:** As needed

**Location:** University of Toronto Mississauga (UTM campus)

**Compensation:** \$18.00 per hour

**Application Deadline:** February 16th, 2026 at 11:59 PM

**Start Date:** No later than February 27th, 2025

**Must be available to attend the mandatory training session.**

**Hours:** This position will require approximately 10-15 hours of work per week during the main election period. Hours outside during this period may vary.

#### **Responsibilities:**

The poll clerk will support the UTMSU Chief Returning Officer (CRO), Deputy Returning Officer(s) (DRO), and the Elections and referenda committee to oversee the successful operation of the 2026 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/by-elections in a non-partisan manner
- Responsible for opening and/or closing the polls on polling days.
- 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 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 Cover Letter and Resume.

All applications must be submitted by **Monday, February 16th, 2026 at 11:59 PM (EST)**. Please direct resumes and cover letters to the attention of Rui (Owen) Zhang at [jobs@utmsu.ca](mailto:jobs@utmsu.ca) and [cro@utmsu.ca](mailto: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 after the posting deadline has passed.