



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
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EMPLOYMENT OPPORTUNITY

CHIEF RETURNING OFFICER

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

Application Period: August 10th, 2026 - August 24th, 2026 11:59 PM

Position Type: Seasonal full-time, contract

Positions Available: One (1)

Location: University of Toronto Mississauga (UTM Campus)

Compensation: \$20 per hour

Duration: September 8th, 2026 - October 30th, 2026

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 CRO will be required to oversee the successful operation of the 2026 UTMSU Fall by-elections for a dynamic and diverse students' union of over 16,000 undergraduate UTM students.

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

- Promoting and planning for the elections and referendums.
- Hiring, training and supervising the Deputy Returning Officer(s) 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 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 UTMSU Board of Directors.

Qualifications:

The ideal candidate must possess a friendly, yet assertive demeanor and should possess the following skills and experience:

- Ability to analyze and clearly interpret the rules and regulations surrounding proper election procedures as is stated in the UTMSU Elections Procedure Code.
- Excellent organizational skills
- Excellent communication skills – both written and oral.
- Excellent conflict resolution and problem solving skills.
- Experience in supervising and training staff.

Assets:

- Prior experience working with or within a students' union.
- Knowledge and experience with electoral processes.
- Proficiency in Zoom or similar video conferencing platforms.

APPLICATION MUST INCLUDE: Cover Letter and Resume

Please direct resumes and cover letters to jobs@utmsu.ca to the attention of Xingyi (Freya) Gao. 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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