



Student Association of George Brown College

Job Title:	Deputy Returning Officer	Job Category:	Full-time contract
Department/Group:	Elections	Job Code/ Req#:	
Location:	All campuses	Travel Required:	Yes
Level/Salary Range:	\$14/Hour @ 37.5 Hrs/Week	Position Type:	Temporary
HR Contact:	General manager or administrative coordinator	Start/End Date:	January 23, 2012 to April 13, 2012
Will Train Applicant(s):	Yes	Posting Expires:	January 6, 2012
<p>E-mail:</p> <p>SAHR@georgebrown.ca</p> <p>Subject Line: <your name>: Chief Returning Officer</p> <p>Attention: Maria Quian- General Manager</p>			
<p>Job Description:</p> <p>This position requires the individual to assist the CRO with all aspects of the Student Association of George Brown College's electoral events, including elections and referendums. The DRO will be working directly with the poll clerks, as well as assisting in the training and scheduling of all workers. Travel among campuses will be required.</p>		<p>Mail:</p> <p>Student Association Human Resources Attn: Maria Quian, General Manager Re: Elections- Chief Returning Officer Student Association of George Brown College 142 Kendal Ave. Toronto, ON M5R 1M3</p>	
<p>Duties:</p> <ul style="list-style-type: none"> • Assisting the CRO when required throughout the electoral events; • Monitor electoral events at various campuses in the absence of the CRO; • Recruitment and selection of poll clerks; • Preparation of poll clerk schedule; • Ensuring polling stations have a minimum of two staff at all times; • Monitoring polling stations during election to ensure processes are followed and materials are available; • Other tasks and duties as assigned. <p>Requirements:</p> <ul style="list-style-type: none"> • Must have excellent communication skills; • Must be able to work well with our team, be self supervising and work within the policies and procedures of the SA of GBC; • Must make decisions based on local circumstances and conditions and resolve problems that arise; • Must be both competent and efficient to complete all tasks of an election or referendum within a short time period; • Must have sound judgment, patience, tact, discretion and attention to detail; • Must be energetic and able to persevere in a demanding environment; • Must have an outgoing personality; • All business must be non-partisan and conducted with impartiality. 			



Student Association of George Brown College

Mission Statement:

We are the students of George Brown College, committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.

Reviewed By:

Approved By:		Date:	
Last Updated By:		Date:	
		Date/Time:	