



Student Association of George Brown College

Job Title:	Deputy Returning Officer (DRO)	Job Category:	
Department/Group:	Elections	Job Code/ Req#:	
Location:	Various	Travel Required:	Yes
Level/Salary Range:	\$16/Hour	Position Type:	Temporary Part Time
HR Contact:	Human Resources	Start Date:	As soon as possible
Will Train Applicant(s):	Yes	Posting Expires:	February 9, 2018 12:00PM

E-mail: humanresources@sagbc.ca

Subject Line: <your name>: Deputy Returning Officer

Job Description:

The position requires the individual to assist the Chief Returning Officer (CRO) with all aspects of the Student Associations' 2018 General Election. The DRO will work directly with the Poll Clerks travelling to all campuses, as well as assist in the training and scheduling of all electoral employees

General Responsibilities:

- Recruit and select Poll Clerks
- Prepare Poll Clerk schedules
- Ensure polling stations have are staffed appropriately at all times
- Monitor polling stations during election to ensure processes are followed and materials are available
- Assist the CRO throughout the election process
- Work extra hours during the campaigning and voting periods as required
- Work with the CRO to create campaign materials to encourage student participation during elections process

Ideal candidate will have the following:

- Experience supervising staff preferred
- An outgoing personality
- Excellent communication skills
- Good organization skills are required
- An ability to multi-task, yet pay attention to details
- An ability to work as part of a team but also independently
- Sound problem solving skills and the ability to solve conflicts
- Previous Student Union election experience an asset
- All business must be non-partisan and conducted with impartiality

Please Note: if contacted, interviews will take place on February 12th

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.



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