



## Student Association of George Brown College

<b>Job Title:</b>	Poll Official/Election Information and Promotions Officer	<b>Job Category:</b>	
<b>Department/Group:</b>	Elections	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Various	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$15.00	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Human Resources	<b>Start Date:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	March 5, 2018 by 11:59PM

**E-mail:** humanresources@sagbc.ca

**Subject Line:** <your name>: Poll Official/Election Information and Promotions Officer Position

### Job Description:

This position requires individuals to assist the Chief Returning Officer and Deputy Returning Officers (CRO/DRO) in setting up and operating polling stations and promoting information regarding the election for the Student Association of George Brown College 2018 Election. The Poll Officials will be working directly with the CRO and or DROs to ensure that voting proceeds in an orderly fashion. This is a short-term, 1-2 week position that will require an individual to work at a polling station during the Student Association Election, at one of the four campuses.

**A Poll Official MUST NOT be a candidate, current board member or affiliated or associated with any candidate's campaign in the 2018 Election.**

### The Poll Official will be empowered to:

- Ensure voting is conducted fairly and secretly
- Ensure that required materials and supplies are accounted for
- Locate voters on the voters' list and ensure that each voter receives correct ballot(s)
- Initial and distribute ballots, handling spoiled or refused ballots as needed
- Return all ballots and boxes to a designated secure location
- Count the votes following the closing of the polls.
- Provide front line assistance for voters having difficulties with the online voter's system and refer those cases to the Chief Returning Officer and Deputy Returning Officer which requires assistance.

### The Election Information and Promotions Officer will be empowered to:

- promote the election to the membership;
- assist with election events and provide information regarding the election at those election events;
- promote the election to students and act as a mobile polling station through the use of an SA iPad; and
- Go to satellite campuses to promote the election on days where there are no polling stations.

### Requirements:

- All full-time George Brown College student
- An excellent communicator
- An outgoing personality with the ability to communicate easily to students.
- Responsible, punctual, reliable, and highly organized
- A multi-tasker with the ability to manage large groups
- Impartial and respectful of voting processes
- Detailed-oriented and accurate in recording and processing information



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- Tactful, polite and able to solve problems through good judgement
- Able to attend a mandatory training session
- Ability to work with an online voting system.

### **Work Hour Requirements:**

Minimum 4-hour shifts between 9AM and 5 PM each day during the election voting period (March 22, 23, 26, and 27), and must be able to attend one training session tentatively scheduled for March 12 (afternoon) and 13 (evening).

#### *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.*