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| Job Title: | Chief Returning Officer (CRO) | Job Category: | |
| Department/Group: | Elections | Job Code/ Req#: | |
| Location: | Various | Travel Required: | Yes |
| Level/Salary Range: | \$17/Hour | Position Type: | Temporary Full Time |
| HR Contact: | Human Resources | Start Date: | January 2019 |
| Will Train Applicant(s): | Yes | Posting Expires: | Until position has been filled |

E-mail: humanresources@sagbc.ca
Subject Line: <your name>: Chief Returning Officer

Job Description:

The purpose of this position is to act as a coordinator for the Student Association’s 2019 Elections. The CRO will be the main contact for all election issues and ensuring adherence to the policies and procedures. You will also be responsible for promoting elections on all George Brown College campuses and encourage eligible students to run for vacant positions

General Responsibilities:

- Promote and recruit students to run for elected positions
- Oversee the election process - including the promotion, nominations and voting on election day
- Work with the Graphic Design Staff to prepare materials; including but not limited to flyers, posters, and banners
- Verify candidates’ information and packages
- Ensure that the elections policies and procedures are strictly adhered to
- Ensure that candidates run a fair campaign and election
- Work with the DRO to ensure that all staff are hire and trained, and that all polling stations are open and staffed during the election period
- Assist candidates with preparation of election materials
- Make decisions in conjunction with the elections committee

Ideal candidate will have the following:

- Experience supervising staff preferred
- An outgoing personality
- The ability to make difficult decisions under pressure and within time constraints
- Excellent communication skills
- Good organization skills are required
- An ability to multi-task, yet pay attention to details
- An ability to understand the policies and procedures and enforce compliance
- Sounds problem solving skills and the ability to solve conflicts
- An ability to work in a team but also independently
- Previous Student Union election experience an asset
- All business must be non-partisan and conducted with impartiality

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.