

JOB DESCRIPTION

Chief Returning Officer



Job Title:	Chief Returning Officer (CRO)	Job Category:	Seasonal, Part-time (Approx. 4 months)
Department/Group:	University of Windsor Student's Alliance	Reports to:	General Manager
Location:	UWSA office - CAW Student Centre	HR Contact	General Manager
Level/Salary Range:		Date Posted:	
Internal Posting URL:	www.uwsa.ca/about/uwsa-opportunities/		

Applications Accepted By: Monday August 22, 2016 at 4pm.

UWSA office – CAW Student Centre Rm.209 (ph.) 519- 253-3000 ext.3600

E-mail: uwsa@uwindsor.ca

By Fax: 519-971-3654

Job Description

ROLE

The CRO runs all UWSA elections, in the fall and in the spring, and oversees all society elections. It is the job of the CRO to ensure that all elections are run fairly and that all members of the UWSA are aware of the elections, the nomination periods, and the election results. The CRO is accountable to the election committee and general manager of the UWSA.

SPECIFIC ACCOUNTABILITIES

- Oversee All Elections including the fall bi-election and spring general election and all student society elections.
- Oversee all Referenda.
- Post and maintain regular office hours during Election and Referenda schedules.
- Recruit hire and supervise deputy returning officer as needed.
- Determine appropriate staffing needs and recruit, hire and provide supervision for campus polling stations including volunteers, poll clerks and security where appropriate.
- Be responsible for implementing the electoral procedures, following the electoral by-law and policies.
- Chair the Electoral Monitoring Committee (EMC).
- Adhere to all the corporation's rules, regulations, policies and procedures.
- Serve on any such bodies as required by virtue of the position.
- Act as a resource to UWSA Board for information on election related policies
- Fulfill any other duties as assigned by By-Law, Policy, Resolution or other duties as assigned or deemed necessary

PROMOTIONS AND MARKETING

- Develop relationships and networks with various campus media to help publicize elections and promote student participation.
- Coordinate website, social media and on campus advertising and marketing efforts for nomination and voting periods for election and referendums as necessary.
- Implement and maintain any social media channels deemed necessary for election events

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Postsecondary education or equivalent combination of education and experience
- Able to remain calm under stressful situations and within tight deadlines.
- Strong organization, problem solving, and decision making skills
- Professional written and verbal communication skills and strong analytical and critical thinking skills
- Familiarity with electoral process
- Familiarity with the University of Windsor Student's Alliance and the University of Windsor.