

ST. THOMAS UNIVERSITY STUDENT'S UNION



OPEN POSITION: CHIEF RETURNING OFFICER

Application open: April 16th, 2024

Deadline: April 23rd, 2024

Completed applications include:

- Completed STUSU Employment Application Form - [FOUND HERE](#)
- Cover Letter
- Resume

Submit to: Vice President Administration Ahmik Burneo at su_vpadmin@stu.ca with email **subject line:** [Last name]_[Opening job title]

Terms of Employment: seasonal, 40 hours/ week, fall/spring election (and as required).

Wage: \$16-\$19 per hour

Requirements & Expectations:

- Strong professional ethics.
- Familiarized with the Students' Union By-Laws & STUSU election cycle.
- Excellent organizational skills.
- Strong verbal & written communication skills.
- Attention to detail.
- Problem-solving skills.

Job Description:

Report to: Vice President Administration.

The Chief Returning Officer will be responsible for:

(a) oversee elections of the Students' Union in accordance with the By-laws;

(b) act as a liaison with the third-party online voting company, selected by the SRC, as necessary;

(c) in cooperation with the Director of Communications, publicize elections;

(d) upon request, present a report to the Vice President Administration on the outcome and procedures of elections within three (3) weeks of the day of voting;

(e) recruit poll workers and returning officers as necessary, maintain records of their hours worked, and submit such records to the Vice President Administration within three (3) weeks of the day of voting;

(f) attend all regular and special meetings of the SRC; and

(g) be the Deputy Chair of the SRC in the absence, inability, or refusal to act of the Chair.

All students are encouraged to apply even if they don't meet all the requirements.

**THE ST. THOMAS UNIVERSITY STUDENTS UNION IS COMMITTED TO THE PRINCIPLE OF
EMPLOYMENT EQUITY.**