

Employment Opportunity

POSITION: Chief Returning Officer (1)

TERM: August 1, 2019 - April 30th,
2020

RATE OF PAY: Honorarium (\$950)

DUTIES:

Acting independently from Council, the Chief Returning Officer is responsible for the fair and efficient administration of all Union elections, plebiscites, and referenda.

Ensure the proper enforcement of By-Law Three (3) (Students' Representative Council Elections).

Plan events during elections including all-candidates meetings, debates, forums, etc. and creates media advertisements to encourage participation in the democratic process.

Oversee the individual campaigns of each candidate and ensures that candidates and students have access to a full and fair complaint resolution system as outlined in the bylaws.

PREREQUISITES: Previous experience in election work, including both partisan (working with political parties and candidates) and non-partisan (working with municipal, provincial/territorial or federal electoral agencies) participation is considered an asset. Strong interpersonal and organizational skills. Must comply with the ASU's Academic Standards Policy (minimum sessional GPA of 2.0). Must be a full-time or part-time student enrolled in studies at Acadia University during the 2019/2020 academic year.

HOURS: Set office hours, heavier during election periods.

TO APPLY: Submit cover letter, resume, and a copy of your unofficial transcript:

Online: to the ASU Chairperson, Molly Anderson (136061a@acadiau.ca) by Wednesday, March 27th 2019 at 4:00pm

In Person: at the Union Market by Wednesday, March 27th 2019 at 4:00pm
Incomplete resumes will not be considered.

The Acadia Students' Union believes in employment equity and the values a diverse and inclusive workplace, which we believe enriches the work environment.

We encourage qualified applications from all diverse communities and traditions including, but not limited

to, Indigenous peoples, persons with a disability, racially visible persons, female-identified persons, persons of minority sexual orientations and gender identities, different nationalities, cultures or religions, and all candidates who would contribute to the diversity of our community.

We strive to use hiring practices that are inclusive to all candidates to ensure equal access to positions. If there are any accommodations you require please contact us and we would be happy to accommodate, where able.

We thank all applicants in advance and advise that only those invited for an interview will be contacted.
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ASU reserves the right not to fill any position that may be posted.

Please note that should a position become available during this time resumes may be considered to fulfill staffing needs.

***THIS IS AN ACADIA STUDENTS' UNION EMPLOYMENT
OPPORTUNITY***

Chief Returning Officer (CRO)

Key Position Requirements The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

1. The SRC shall appoint a Chief Returning Officer (“CRO”) by no later than August 1 to serve a fixed term commencing on August 1 and continuing until the end of the following academic year.
2. The CRO shall be an active member of the ASU and shall possess a sessional GPA of at least 2.0 at the time of the appointment.
3. An active member shall not be eligible to serve as a CRO if they are:
 - a. A current ASU elected or appointed official;
 - b. A candidate or official agent in a Union Election;
 - c. Employed by the ASU in any other position.
4. The CRO shall not be eligible to be nominated in any Union Election during their term of office and, for greater certainty, the CRO remains ineligible to be nominated in any Union Election during their term of office from August 1 to the end of the following academic year even if they resign their position or are removed from office by the SRC.
5. The CRO shall be governed by the Council Code of Conduct as if they were an SRC official.
6. The CRO shall be responsible for the conduct of the Union Elections in accordance with the Constitution and Bylaws of the ASU.
7. The CRO shall discharge their duties in a fair and impartial manner.
8. In addition to any specific duties or responsibilities specified elsewhere in the Constitution and Bylaws, the CRO is responsible for:
9. Preparing and presenting an Election Plan for approval by SRC at the first meeting in September which includes but is not limited to the following:
 - a. An election calendar which includes all the relevant dates associated with the General Election and the By-Election;
 - b. A plan for the promotion and advertising of the Union Elections (General Election, By-Election and any Plebiscite or Referenda);
 - c. A plan for increasing voter turnout among the student body;
 - d. The debate format; and
 - e. Any other information that the CRO deems to be relevant to the administration of the Union Elections.
10. Keeping the public, the SRC, and all election candidates informed of any issues arising related to the election or voting;
11. Ensuring that all voter lists are accurate;
12. Ensuring that no person has access to ballots or voter’s lists before the date of the election except for those persons involved in the creation of the ballots;
13. Having the Elections Committee confirm how names are to appear on the ballots;
14. Ensuring ballots are accurate and having the SRC confirm how names are to appear on said ballots;
15. Ensuring that candidates are reimbursed for campaign expenses where appropriate;