

Employment Opportunity

POSITION: Deputy Chief Returning Officer

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

RATE OF PAY: Honorarium (\$900)

DUTIES:

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

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

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

Assist the Chief Returning Officer in overseeing 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. 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@acadiu.ca) by Wednesday, March 27th, 2019 at 4:00PM; or

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.

The

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

Deputy Chief Returning Officer (Deputy 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 Deputy Chief Returning Officer 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 Deputy 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 the Deputy 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 Deputy CRO shall not be eligible to be nominated in any Union Election during their term of office and, for greater certainty, the Deputy 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 Deputy CRO shall be governed by the Council Code of Conduct as if they were a SRC official.
6. The Deputy CRO shall be responsible for the conduct of the Union Election in accordance with the Bylaws of the ASU.
7. The Deputy CRO shall discharge their duties in a fair and impartial manner.
8. The Deputy CRO shall assist the CRO as required during Union Elections, Plebiscites, and Referenda.
9. The Deputy CRO is responsible for completing any reasonable tasks assigned to them by the CRO.
10. The Deputy CRO shall be responsible for determining the location and staffing of each poll station during elections.
11. The Deputy CRO shall serve as a poll supervisor and is responsible for informing all poll clerks of their duties and responsibilities.
12. If the CRO resigns or is otherwise unable or unwilling to fulfill their duties, the Deputy CRO shall fulfill the duties of the CRO for the remainder of the CRO's term.
13. The SRC shall have the power to appoint an alternate Deputy CRO should the Deputy CRO have to assume the duties of the CRO, resign, or be otherwise unable to fulfill the duties of their office.
14. The Deputy CRO shall hold at least three office hours per week during the campaign and voting periods provided that the office hours do not run concurrently.
15. The Deputy CRO is responsible for encouraging students to participate in the election process and educating students with respect to Union Elections.