



SAINT MARY'S UNIVERSITY STUDENTS' ASSOCIATION

Employment Opportunity: Deputy Returning Officer (DRO)

Reports to: Chief Returning Officer (CRO)

Term: November 2020 - March 2021 (Part-Time)

Remuneration: \$1150 per election period.

The Saint Mary's University Students' Association (SMUSA) is a not-for-profit organization that provides services, support, advocacy, and representation to the students of Saint Mary's University. Our vision is to ensure the highest quality of life for Saint Mary's students.

As Deputy Returning Officer, you will be the impartial deputy chief administrator of all elections and referenda for SMUSA. You will work with the CRO to facilitate the SMUSA election process and ensure that a fair democratic process is upheld.

Position Responsibilities

- Assist the CRO in the administration of elections, by-elections and referendums.
- Recruit, train, and supervise polling station clerks for each day the polls are open.
- Actively attempt to increase voter turnout.
- Research ways to improve the electoral process and give recommendations to the CRO.
- Monitor the campaigns of each candidate to ensure no candidates are violating any election policy or rules.
- Other duties as assigned by the Board or CRO, as well as all other stipulations stated in the SMUSA Elections Policy. May be required to be present for Appeal Committee meetings.
- Should the CRO resign or be unable to fulfill their duties, the DRO shall fulfill their duties during the nomination, campaign, and election periods.

Qualifications and Experience

- Must be a registered student at Saint Mary's for the 2020-2021 academic year.
- Knowledge of the SMUSA governance system as well as SMUSA's constitution, policies, and procedures.
- Strong organizational, time management, and interpersonal skills.
- Ability to work well under pressure and meet deadlines.
- Ability to work effectively and cooperatively to resolve conflict in an effective and diplomatic manner.

If this opportunity sounds like something that interests you, we'd love to talk to you! To apply, please submit your resume and cover letter via email to karla.hodge@smu.ca.

The **application deadline is October 23rd, 2020 at 4:00pm.**

We wish to thank all applicants for their interest. However, only those applicants selected for an interview will be contacted. The Saint Mary's University Students' Association is an equal opportunity employer. For more detailed organizational information, please visit: www.smusa.ca.

The Saint Mary's University Students' Association welcomes the contributions that individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. These include racialized people; Indigenous people; womxn; lesbian, bisexual, gay, transgender and queer people; and people with disabilities. We encourage applicants to self-identify in their application if they are a member of a marginalized community.