



Position: Deputy Returning Officer

Campus Location: Any AU Campus

Salary: \$18.50/hr

Hours: Irregular hours (ranging from 5-20 hours/wk)

Reports to: Chief Returning Officer

Term: Sept 2024 - April 2025

Start Date: September 23, 2024

Application Deadline: August 28, 2024

GENERAL RESPONSIBILITIES

The Deputy Returning Officer (DRO) will be responsible for executing and monitoring the Boards elections in accordance with the AUSU Election Policy and AUSU Bylaws. The DRO will work under the leadership of the CRO and together they will ensure the election process is followed consistently at all campuses. The DRO also works closely with the Election Committee to strive for a strong voter turnout, to engage students in the electoral process, to review all campaign materials, to maintain the integrity of elections during the campaign period, and to review any complaints for possible violations of the Elections Policy. The DRO will support the CRO in planning all election training sessions for candidates, candidate meetings, candidate debates and any other election related activities.

ORGANIZATIONAL STRUCTURE

The Deputy Returning Officer reports to the Chief Returning Officer and works closely with the Elections Committee.

SPECIFIC RESPONSIBILITIES

The Deputy Returning Officer covers a wide variety of shared responsibilities in the operations of AUSU elections while working closely with the Elections Committee. It is important to note that not all functions and duties are contained within this definition, and the position itself should be ever changing and adaptive. Nevertheless, specific roles and responsibilities allocated to this position include, but are not limited to the following:

- Attend training sessions with the Ombudsperson or designate
- To gain a working knowledge of AUSU Election policies and bylaws, as well as AU's Code of Conduct
- Work closely with the Communications team to develop effective promotion and

- awareness of nominations, elections, and town hall information
- Promote the schedule (with dates that fall within the requirements as outlined in the AUSU bylaws) for fall (byelections, if applicable) and Winter elections across all four campuses
- Responsible for all stages of the election process including but not limited to, nomination period, campaigning, and voting.
- Might be required to attend board meetings once per semester to update the Board on election or byelection planning.
- Assist in the coordination of an all candidates meeting, Town Hall and AGM as requested by the board across all four campuses added as a responsibility
- Review and make decisions on all complaints, infractions and appeals
- Coordinate all-candidates meetings
- Accept, review and approve all nomination forms
- Market and promote AUSU Elections
- Work closely with the AUSU Elections Committee and staff to ensure consistency whenever possible
- Set up and manage polling stations, if applicable
- Coordinate ballot counting, if applicable
- Additional duties as assigned

BENEFICIAL QUALIFICATIONS

- Punctual, Organized, and Enthusiastic
- Team-First attitude and strong leadership
- Able to multitask & have good time management skills
- Great listening and communication skills
- Able to problem solve
- Outgoing and positive
- Comfortable working under pressure
- Responsible, accountable, and professional
- Exceptional decision-making skills
- Adaptable
- Demonstrates personal integrity & honesty
- Ability to work extended hours when required
- Willingness to provide a Police Check if accepted to the position
- Demonstrates a good understanding of Chief Singwuaks's mission and 7 Grandfather Teachings

Please email your resume and cover letter in one PDF document to AUSU@ausu82.ca by August 28, 2024 at 4:00pm and include the position title in the email subject line.

Our Commitment to equity, diversity and inclusion:

We respect and value the diversity of our people. We strive to create an environment where employees can be themselves and where our differences are celebrated.

AUSU is committed to being accessible and inclusive, and following barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Applicants who require accommodation through any stage of the recruitment process will be accommodated upon request.