



Student Association of George Brown College

Job Title:	Chief Returning Officer	Job Category:	
Department/Group:	Elections	Job Code/ Req#:	
Location:	Various	Travel Required:	Yes
Level/Salary Range:	\$15/Hour (20+ hrs/week)	Position Type:	Temporary
HR Contact:	Adam Lawrence	Start Date:	October 4, 2010
Will Train Applicant(s):	Yes	Posting Expires:	September 15, 2010
<p>Fax or E-mail:</p> <p>alawrenc@georgebrown.ca Subject Line: <your name>: Chief Returning Officer Attention: Adam Lawrence</p>			
<p>Job Description:</p> <p>The purpose of this position is to act as a coordinator for the Student Association's Elections and is the primary spokesperson for all election issues, including policy and procedure. They are also responsible for encouraging students to run for the positions and promoting elections on all George Brown College campuses.</p>		<p>Mail:</p> <p>Adam Lawrence, Senior Coordinator, Board and Public Relations Re: Elections- Chief Returning Officer Student Association of George Brown College 142 Kendal Ave. Toronto, ON M5R 1M3</p>	
<p>General Responsibilities:</p> <ul style="list-style-type: none"> Recruit and encourage students to run for elected positions Oversees the promotion of all nominations and voting; and the overall election process Work with the Graphic Design Staff to prepare materials including but not limited to, flyers, posters, and banners. Verify candidates information and packages Ensure that the elections policies and procedures are strictly adhered to Work with the DRO to ensure all staff are hired and trained; and that all polling stations are open and staffed during elections. Assist candidates with preparation of election materials Ensure that candidates run a fair campaign and election Make decisions in conjunction with the elections committee 			
<p>Requirements:</p> <ul style="list-style-type: none"> An outgoing personality The ability to make difficult decisions under pressure and within time constraints Excellent Communication Skills An attention to detail An ability to understand and exercise policies and procedures An ability to work in a team while also being able to work independently 			



Student Association of George Brown College

Mission Statement:

We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.

Commitment to Equity:

The Student Association is an equal opportunity employer and welcomes candidates from among those groups of individuals that are traditionally underrepresented to apply.

Reviewed By:

Approved By:		Date:	
Last Updated By:		Date:	
		Date/Time:	