



## Student Association of George Brown College

<b>Job Title:</b>	<b>Deputy Returning Officer</b>	<b>Job Category:</b>	
<b>Department/Group:</b>	Elections	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Various	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	\$14/Hour (20 hours per week) 2 x positions available	<b>Position Type:</b>	Temporary- Part time
<b>HR Contact:</b>	Adam Lawrence	<b>Start Date:</b>	October 4, 2010
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	September 15, 2010
<p><b>Fax or E-mail:</b></p> <p>alawrenc@georgebrown.ca</p> <p>Subject Line: &lt;your name&gt;: Deputy Returning Officer</p> <p><b>Attention:</b> Adam Lawrence</p>			
<p><b>Job Description:</b></p> <p>This position requires the individual to assist the CRO with all aspects of the Student Association of George Brown College Fall 2010 Elections. The DRO will be working directly with the Poll Clerks, as well as assisting in the training and scheduling of all workers. Travel between campuses will be required.</p>		<p><b>Mail:</b></p> <p>Adam Lawrence, Senior Coordinator, Board and Public Relations</p> <p>Re: Elections- Deputy Returning Officer</p> <p>Student Association of George Brown College</p> <p>142 Kendal Ave. Toronto, ON</p> <p>M5R 1M3</p>	
<p><b>General Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Recruitment and selection of Poll Clerks</li> <li>• Preparation of Poll Clerk schedule</li> <li>• Ensuring polling stations have a minimum of two staff at all times.</li> <li>• Monitoring polling stations during election to ensure processes are followed and materials are available.</li> <li>• Assisting the CRO as and when required throughout the election.</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Experience supervising staff preferred</li> <li>• An outgoing personality</li> <li>• Excellent communication skills</li> <li>• Organization skills are a must</li> <li>• An ability to multi-task</li> <li>• Must be detail oriented</li> <li>• An ability to work as a team</li> <li>• Problem solving skills</li> </ul>			



## 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:	