



Student Association of George Brown College

Job Title:	Poll Official/Election Information and Promotions Officer	Job Category:	
Department/Group:	Elections	Job Code/ Req#:	
Location:	Various	Travel Required:	Yes
Level/Salary Range:	\$15.50	Position Type:	Part-Time
HR Contact:	Human Resources	Start Date:	March 23, 2023-March 31, 2023
Will Train Applicant(s):	Yes	Posting Expires:	March 20, 2023

E-mail: [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Subject Line: <your name>: Poll Official

Job Description:

This position requires individuals to assist the Chief Returning Officer and Deputy Returning Officers (CRO/DRO) in setting up and operating polling stations and promoting information regarding the election for the Student Association of George Brown College 2023 General Election. The Poll Officials will be working directly with the CRO and or DROs to ensure that voting proceeds in an orderly fashion. This is a short-term, 1-2 week position that will require an individual to work at a polling station during the Student Association Election, at one of the four campuses.

A Poll Official MUST NOT be a candidate, current board member or affiliated or associated with any candidate's campaign in the 2023 General Election.

The Poll Official will be empowered to:

- Ensure voting is conducted fairly and secretly
- Ensure that required materials and supplies are accounted for
- Locate voters on the voters' list and ensure that each voter receives correct ballot(s)
- Initial and distribute ballots, handling spoiled or refused ballots as needed
- Return all election materials to a designated secure location
- Provide front line assistance for voters having difficulties with the online voter's system and refer those cases to the Chief Returning Officer and Deputy Returning Officer which requires assistance.

The Election Information and Promotions Officer will be empowered to:

- promote the election to the membership;
- assist with election events and provide information regarding the election at those election events;
- promote the election to students and act as a mobile polling station through the use of an SA iPad; and
- Go to satellite campuses to promote the election on days where there are no polling stations.

Requirements:

- All full-time George Brown College student
- An excellent communicator
- An outgoing personality with the ability to communicate easily to students.
- Responsible, punctual, reliable, and highly organized
- A multi-tasker with the ability to manage large groups
- Impartial and respectful of voting processes
- Detailed-oriented and accurate in recording and processing information



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- Tactful, polite and able to solve problems through good judgement
- Able to attend a mandatory training session
- Ability to work with an online voting system.

Work Hour Requirements:

Minimum 4-hour shifts between 9AM and 5 PM each day during the election voting period and must be able to attend one training session.

How to Apply:

Please email a PDF version of your cover letter and résumé to hirings@sagbc.ca Subject line: <your name>:
Poll Official by March 20th 2023, 11:59PM.

The Student Association of George Brown College invites and encourages applications from all qualified candidates including persons of Aboriginal ancestry, members of visible minority groups, persons with disabilities, women, and persons of any sexual orientation or gender identity.

We sincerely thank all candidates for their interest however, only those selected for an interview will be contacted.

Student Association Vision:

Students are empowered to influence a just world.

Mission Statement:

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

Commitment to Equity:

The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.