



# Student Association of George Brown College

<b>Job Title:</b>	Poll Official/Election Information and Promotions Officer	<b>Job Category:</b>	Part-time, Student
<b>Department/Program:</b>	Elections	<b>Reports to:</b>	Chief Returning Officer & Deputy Returning Officer
<b>Location:</b>	GBC campuses: Casa Loma, St. James, Waterfront, TMU, Remote where applicable	<b>Will Train:</b>	Yes
<b>Rate of Pay:</b>	\$17.20/hr (up to 20 hours per week)	<b>Position Type:</b>	Part-Time Temporary Contract
<b>Travel Required:</b>	Yes	<b>Start &amp; End Date:</b>	November 2024 – December 4, 2024
<b>Number of Vacancies:</b>	Positions available (multiple)	<b>Posting Expires:</b>	Oct 18, 2024 11:59PM *or until position is filled

**How to Apply:**

Submit cover letter AND résumé to: [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Subject Line: <your name>: Poll Official Application

**\*\* Please attach your Cover Letter and Resume in a PDF version**

**About the Student Association & Its Program offerings**

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, Events and Recreation, Cubs, Academic Support, SA Connect, Dialog, Social Media and Legal Services

**Job Overview:**

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 2024 Fall 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 2024 Fall 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.

**REQUIRED:**

- 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
- 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.

*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.*