



## Student Association of George Brown College Employment Opportunity

**Position Title:** Deputy Returning Officer, Senior  
**Department/ Group:** Elections  
**Position Type:** Part-time, contract  
**Compensation:** \$22.36 to \$23.80  
**Location:** Various

**Reports To:** Chief Returning Officer  
**Will Train Applicant(s):** Yes  
**Unionized/Non-unionized:** Non-unionized  
**Start Date:** As soon as possible  
**Travel Require:** Yes

### **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

### **Position Summary:**

The Deputy Returning Officer - Senior (DRO-Senior) plays a pivotal role in the administration of the election process. Under the supervision of the Chief Returning Officer (CRO), the DRO-Senior is responsible for the day-to-day management of election operations, including the staffing and running of polling stations, candidate registration, and general election administration. This role ensures that all election activities adhere to the by-laws and policies of the Student Association and maintains the integrity of the electoral process.

The Chief Returning Officer will maintain primary responsibility for candidate discipline, as well as the creation and updating of the election plan.

### **Duties and Responsibilities (will include but not limited to):**

#### **1. Election Administration:**

- Oversee the day-to-day operations of the election process in collaboration with the CRO.
- Ensure all election procedures are conducted in compliance with Student Association by-laws and the election plan.
- Manage the logistical arrangements for election activities, including preparation of materials and adherence to timelines.

#### **2. Polling Station Management:**

- Coordinate the staffing and operation of polling stations across campuses.
- Train and supervise polling station staff to ensure consistent and professional conduct.
- Address and resolve any issues that arise during polling to maintain smooth operations.

#### **3. Candidate Registration:**

- Administer the candidate registration process, ensuring compliance with all eligibility requirements and submission deadlines.
- Verify and process nomination forms in accordance with the election plan and by-laws.



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- Maintain accurate records of all registered candidates and communicate updates to the CRO.
- 4. Staff Management:**
- Recruit, train, and schedule election officials, including poll clerks and other necessary support staff.
  - Ensure that all election staff adhere to their assigned roles and responsibilities.
- 5. Compliance and Reporting:**
- Ensure that election processes adhere to all applicable policies, procedures, and by-laws.
  - Provide regular updates to the CRO on the status of election activities.
  - Assist in preparing reports on election administration, including staff performance and voter turnout.
- 6. Stakeholder Communication:**
- Serve as a point of contact for questions and concerns from candidates, election staff, and stakeholders regarding administrative matters.
  - Ensure transparent and timely communication regarding election logistics and procedures.
- 7. Support to the CRO:**
- Provide administrative support to the CRO as needed, particularly in areas related to election logistics and staffing.
  - Assist the CRO in ensuring the integrity and fairness of the electoral process.

### **Required Skills and Experience Qualifications:**

- A post-secondary degree, diploma, or equivalent in the field of Administration, is required.
- 2-3 years of demonstrated experience in election administration or a similar operational role, or any combination of training and experience
- Familiarity with the Student Association's by-laws and election procedures is an asset.
- The ability to apply excellent organizational and time management skills to meet deadlines
- The ability to multi-task, adapt and accomplish goals simultaneously in a fast-paced environment and within a team setting
- Strong written, verbal communication skills
- Excellent interpersonal skills to manage staff and interact with stakeholders.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) is required.
- Ability to work under pressure and address issues promptly and effectively.
- Knowledge of using various social media platforms: Facebook, Instagram, Twitter, Snapchat etc.
- The ability to be self-motivated, work independently, problem solve and quick decision-making abilities
- Availability to work on flexible hours, evening, nights and weekend shifts.
- An understanding of the dynamics and diversity of an urban college environment
- Criminal record check is necessary at the candidate's expense and copy provided prior to start of position, is required.



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### How to Apply:

Interested and qualified applicants must complete the following

1. Submit their resume and cover letter to to: [hire@sagbc.ca](mailto:hire@sagbc.ca) Subject line: <your name>: Senior DRO Application
2. Complete the following Sparkhire link: <https://hire.li/BpQurhAAIc5wWF9QaeuH>

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. Interviews will take place during the time of posting until position is filled.

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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.