



Student Association of George Brown College Part Time On-Campus Opportunities

Job Title: Poll Official – Election Information and Promotions Officer

Reports to: Chief Returning Officer

Department/ Program: Elections

Job Type: Part-time, Temporary Support Staff

Location of Work: GBC Campuses (Casa Loma, St. James, Toronto Metropolitan University, Waterfront Campus and all affiliated to GBC and Student Association), Remote work where applicable

Will Train Applicant(s): Yes

Travel Required: Yes

Rate of Pay: \$17.60/hr (up to 20 hours per week)

Position Type: Part-Time Temporary Contract

Start & End Date: December 1, 2025 – December 5, 2025

Number of Vacancies: Multiple vacancies available

Posting Expires: October 20, 2025 9:00AM *or until position is filled

How to Apply

1. Applicant must submit a PDF version of their cover letter AND résumé to hiring@sagbc.ca Subject Line: <your name>: Election Poll Officials Application
2. Complete the following SparkMeet video interview:
<https://hire.li/EYHUmxxq2ahMLwbsV82G2>

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, clubs, academic support, 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 2025 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 main campuses or at a satellite campus.

A Poll Official **MUST NOT** be a candidate, current board member or affiliated or associated with any candidate's campaign in the 2025 General Election.



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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) - if required.
- 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 who require assistance to the Chief Returning Officer and/or Deputy Returning Officer.

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 when where there are no polling stations.

You Have:

- 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.

Required:

- Full-time GBC students enrolled in 2025-2026 prioritized, or GBC part-time students and/or recent grads/alumni.
- 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.