The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

ASSISTANT RETURNING OFFICER

The CSA’s Elections Office is fundamental to the democratic governance of the student association. Each year this office ensures the democratic participation of the CSA membership in a Fall By-Election and a Winter General Election. The Assistant Returning Officer’s (ARO), primary duty is to engage the membership in the democratic process through recruiting candidates and increasing voter turnout.

| Term                  | September 8 to October 16, 2020, 6 weeks  
|                       | January 11 to March 5, 2021, 8 weeks    
|                       | Total of 14 weeks                      |
| Hours                 | 10 hours per week, 140 hours total   
|                       | (average hours vary from week to week, particularly during election periods) |
| Wages                 | $2,240 (includes vacation pay)        |
| Immediate Supervisor  | Chief Returning Officer (CRO) and Policy & Transition Manager |
| Executive Supervisor  | President                            |

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, March 28, 2020
- Required to attend an additional staff training day and other training sessions/workshops scheduled by the CSA Office Manager covering topics related to conflict resolution, inclusion, Health and Safety, etc.
- Required to receive up to 3 hours of one-on-one training at minimum wage from the Chief Returning Officer and/or the Policy & Transition Manager
- May be required to participate on the Assistant Returning Officer’s hiring committee as directed by your Immediate Supervisor

JOB DESCRIPTION:

- Assist the Chief Returning Officer (CRO) in conducting elections in accordance with CSA by-laws & policies
- Attend bi-weekly Election Office Team meetings
- Ensure total transparency and professionalism
- Consistently be available for candidates during the Election period
- Maintain a digital time log (stored on your G: drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
- Assist the Chief Returning Officer (CRO) with the approval of all candidate and referendum team campaign materials in accordance with the campaign rules
- Co-host two candidate information and training sessions prior to the campaign period, ensuring a comprehensive review of the Candidates Package
- Coordinate and co-host a minimum of one candidate open forum per election campaign period
• Obtain from Registrar, class lists with more than 100 students to be used as speaking lists during the election period
• Coordinate with the President and VP Student Experience, the use of Facebook, Twitter and other relevant social media outlets for the purpose of promoting the election
• Contact all relevant student organizations to provide information about nominations and voting in the elections
• Be available to attend meetings of student organizations and other groups to make presentations about the election process
• Canvass on campus to encourage students to run in the election, get informed about the election and vote in the election
• Communicate with campus media in order to provide elections timelines and candidate contacts
• Attend the CSA Annual General Meeting, and support in conducting outreach for CSA Elections
• Encourage and assist with online polling and when needed, coordinate polling stations during peak hours in high traffic areas during voting period
• Fulfil other election related duties as assigned by the Chief Returning Officer (CRO) and as outlined in the CSA Bylaws and Policies

QUALIFICATIONS:
• Excellent organization and time management skills
• General knowledge of CSA Operations and campus resources
• Excellent communication skills
• Experience with various social media platforms
• Ability to work independently
• Experience working with confidential data
• Strong understanding of, and commitment to, diversity and inclusion
• Creativity and marketing skills an asset
• Commitment & Dedication

Deadline for applications is Wednesday, February 26, 2020 at 12:00 PM (noon)
Resumes and Cover letters should be submitted online through the CSA application process found at http://www.csaonline.ca/jobs

For a complete copy of the CSA Hiring Policy, visit https://csaonline.ca/about/bylaws-policies. The CSA hiring policy is found in Appendix C of the Policy Manual, Section 4.0.

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.