The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing their 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 elections including 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                | Summer 2022 – 6 flex hours  
|---------------------|-------------------------------
|                     | September 6 to October 14, 2022, 6 weeks  
|                     | January 9 to March 3, 2023, 8 weeks  
|                     | Total of 14 weeks             |
| Hours               | 10 hours per week, 146 hours total  
|                     | (Average hours vary from week to week, particularly during election periods) |
| Wages               | $2,476 (includes vacation pay)  |
| Immediate Supervisor| Chief Returning Officer (CRO)  |
| Executive Supervisor| President                      |

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Workplace Health & Safety (2.5 hrs)
  - Anti-Oppression (1 hr)
  - Workplace Violence & Harassment (1.5 hrs)
  - Accessible Service Provision (1 hr)
  - Covid Infection, Prevention and Control Awareness (.5 hr)
- May be required to participate on the ARO’s hiring committee as directed by your Executive Supervisor.

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

- 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)
- Attend Election Office Team meetings
- Ensure total transparency and professionalism
- Assist the Chief Returning Officer in conducting elections in accordance with CSA Bylaws and Policies

ELECTORAL DUTIES:

- 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
• Canvas on campus to encourage students to run in the election, get informed about the election and vote in the election
• 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
• Co-host candidate information and training sessions as required prior to the campaign period, ensuring a comprehensive review of the Candidates Package with all candidates
• Assist the Chief Returning Officer with the approval of all candidate and referendum team campaign materials in accordance with the campaign rules
• Coordinate and co-host a minimum of one candidate open forum per election campaign period
• Consistently be available for candidates during the Election period
• Encourage and assist with online polling and when needed, coordinate polling stations during peak hours in high traffic areas during voting period
• Fulfill other election related duties as assigned by the Chief Returning Officer 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, April 6, 2022, at 4:00 PM
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 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.