



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.

<b>Term</b>	September 3 to October 25, 2024, 8 weeks + Fall Flex Extension as required January 6 to March 28, 2025, 12 weeks + Winter Flex Extension as required
<b>Hours</b>	Average 10 hours per week, of which 7 hours must be worked onsite <i>(Average hours vary from week to week, particularly during election periods)</i>
<b>Wages</b>	\$18.25 per hour, includes 4% vacation pay
<b>Immediate Supervisor</b>	Chief Returning Officer (CRO)
<b>Executive Supervisor</b>	President

### TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Workplace Health & Safety
  - Anti-Oppression
  - Accessible Service Provision
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - CSA Positive Workplace: CSA Norms, Conflict Resolution, and HR Support Team
  - Workplace Respect: Workplace Violence & Harassment
- May be required to participate on the ARO's hiring committee as directed by your Executive Supervisor.

### JOB DESCRIPTION:

#### GENERAL RESPONSIBILITIES:

- Assist the Chief Returning Officer (CRO) in conducting elections in accordance with CSA Bylaws and Policies
- Ensure total transparency and professionalism
- Attend Election Office Team Meetings and Elections and Referendum Committee Meetings as required
- Complete and submit biweekly time sheets to the Business Manager per payroll schedule
- Maintain seven (7) onsite office hours per week
- Be flexible in terms of hours should the Fall By-Election and/or Winter General Election periods be extended

#### 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
- Actively canvas on campus and do class talks to encourage students to:
  - run in the election
  - become informed about the election
  - vote in the election
- Coordinate with the President, Promotional Services Coordinator, and CRO on the use of Instagram, Facebook, Twitter, and other relevant social media outlets for the purpose of promoting the election
- Consistently monitor and post on the Elections Instagram page to have the most up-to-date information and to respond to queries
- Co-host All Candidates Meeting prior to the campaign period, ensuring a comprehensive review of the Candidates Package with all candidates
- Assist the CRO with the approval of all candidate and referendum team campaign materials in accordance with the campaign rules
- Verify all candidates have completed the nominations package and collected the requisite signatures in accordance with CSA Elections' Bylaws and Policies
- Assist the CRO and co-host a minimum of one All Candidate's Forum per election campaign period
- Monitor social media activity and campaigning efforts of candidates.
- Encourage and assist with online polling, and when needed, assist with in-person polling stations
- Consistently be available for candidates via email and office hours during the Election period
- Fulfil other election related duties as assigned by the CRO and as outlined in the CSA Bylaws and Policies

**QUALIFICATIONS:**

- Demonstrated knowledge of interpreting and understanding bylaws, policies & procedures
- Experience working with confidential data
- Experience with various social media platforms
- Creativity and promotional skills
- Excellent communication and presentation skills
- Excellent organization and time management skills
- Ability to work independently and within a team environment
- General knowledge of CSA Operations and Elections, and campus resources is an asset

**Deadline for applications is Friday, August 16, 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 [lclarke@uoguelph.ca](mailto:lclarke@uoguelph.ca).

New hires who require an Accommodation Plan must request a meeting with Lee Anne Clarke, the Business Manager and member of the 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.