Chief Electoral Officer (CEO)

Duties & Expectations

- The Chief Electoral Officer shall report to the appropriate member of the executive, except in cases where a conflict or perceived conflict of interest exists with the executive, in which cases the Chief Electoral Officer may report to the University Ombudsperson, a different member of the executive, or a CUSA full-time staff member.
- The Chief Electoral Officer shall be responsible for all aspects of the electoral process as outlined in the Consolidated Electoral Code Policy.
- The Chief Electoral Officer shall be prepared to run a By-Election or a referendum in accordance with the current CUSA “The Association” ByLaws, Policies, and Consolidated Electoral Code
- The Chief Electoral Officer shall be prepared to run any manner of election as determined by CUSA Council or the members of CUSA Inc, including in accordance with a process and electoral code yet to be determined.
- The Chief Electoral Officer shall seek legal advice, within reason, from CUSA’s lawyers in extreme circumstances before solely determining matters of consequence, ensuring decisions are advisable, beyond reproach, and of sound mind.
- The Chief Electoral Officer shall submit themselves to both the CUSA Conflict of Interest declaration process and to any reviews of actions or decisions procedurally launched by the electoral committee or commissioned external investigators.

Requirements

- Membership in the Carleton University Students’ Association (taking at minimum .5 credits per semester).
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Thorough knowledge and understanding of the Electoral Code and standard election procedure.
- Ability to communicate effectively both in written and verbal form.
- Excellent organizational skills.
- Supervisory experience.

Limitations

- The Chief Electoral Officer who accepts the role is ineligible to themselves run for elected office in any election held within the current term of their role and within the term of council, even if the role of Chief Electoral Officer is resigned.

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA’s accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.
Term & Rate
November 2021 to April 2022. Approximately 20 hrs/week, though applicants should be prepared to work 40 hours at times. This role is paid by honorarium, which can be up to $5500. In extraordinary situations, where there are more elections than expected, a second honorarium may be granted. This is not a unionized position.

How to Apply
All applicants must submit a cover letter outlining their qualifications for the position, resume, class schedule, and one reference letter.

The deadline to apply is October 25th, 2021 at 11:59pm. Please submit your application via e-mail to:
Christine Falardeau, Acting General Manager
jobs@cusaonline.ca