Deputy Electoral Officer (DEO)

Duties

- The Deputy Electoral Officer shall report to the Chief Electoral Officer, and be responsible for assisting the CEO in all aspects of the electoral process as outlined in the Consolidated Electoral Code Policy.
- The Deputy Electoral Officer shall themselves comply with all CUSA “The Association” and CUSA Inc Letters Patent, Constitution, ByLaws, Policies, Codes, and Procedures and ensure compliance of any instrument of elections.
- DEO shall have the power to perform any of the duties of the CEO in the event of absence or incapacity of the latter, subject to any written directives of the CEO. The CEO duties can be found under the Chief Electoral Officer job posting.
- The DEO shall serve as the deputy supervisor of any ROs, Poll Clerks, or other election staff, which may be required to fulfill the specific requirements of the Electoral Code.
- The DEO shall assist the CEO in facilitating the day-to-day operations of any election, by-election, recall, or referendum, subject to any directives from the CEO.
- The Deputy 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 Deputy Electoral Officer is resigned.

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 $5000. In extraordinary situations, where there are more elections than expected, a second honorarium may be granted. This is not a unionized position.

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 CUSAs accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.
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@cusaoonline.ca

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.