

## CHIEF ELECTORAL OFFICER

### DUTIES:

- The Chief Electoral Officer shall report to the appropriate member of the executive, and be responsible for all aspects of the electoral process as outlined in the Consolidated Electoral Code Policy.

### THE SUCCESSFUL APPLICANT SHALL POSSES THE FOLLOWING:

- Membership in the Carleton University Students' Association (i.e. be an undergraduate student)
- An 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.

### TERM & WAGE:

December 2016 to April 30, 2017

Approximately 20hrs/week, though applicants should be prepared to work 40 hours at times

Honorarium. This is not a unionized position

### DEADLINE FOR APPLICANTS - Tuesday, December 13th, 2016

Applicants must submit a resume with cover letter outlining their qualifications for this position.

### PLEASE SUBMIT YOUR APPLICATION TO:

Lauren Konarowski, Vice President Internal  
Carleton University Students' Association  
401 University Centre Building, 1125 Colonel By Drive  
Ottawa, ON • K1S 5B6  
Phone: 613-520-6688 Fax: 613-520-3704  
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