



# 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.

## REQUIREMENTS

- Membership in the Carleton University Students' Association (taking at minimum .5 credit 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.

## TERM & RATE

October 2020 to April 2021 | Approximately 20 hrs/week, though applicants should be prepared to work 40 hours at times. | Honorarium. This is not a unionized position.

## HOW TO APPLY

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

All interviews will be held Monday, October 19 via Zoom.

<p>SUBMIT YOUR <i>application</i> VIA EMAIL TO</p>	<p><b>Farook Al-Muflehi</b>   <a href="mailto:vpi@cusaonline.ca">vpi@cusaonline.ca</a> Vice President Internal Carleton University Students' Association 401 University Centre Building, 1125 Colonel By Drive Ottawa, ON • K1S 5B6   Phone: 613-520-6688</p>	<p><i>deadline</i> <b>October 17, 2020</b></p>
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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.