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.

We’re Hiring, Join our team!

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.
- 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 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.

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.

Farook Al-Muflehi | vpi@cusaonline.ca
Vice President Internal
Carleton University Students' Association
401 University Centre Building, 1125 Colonel By Drive
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

SUMBIT YOUR application VIA EMAIL TO

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