

JOB DESCRIPTION

Chief Returning Officer



Job title:	Chief Returning Officer (CRO)	Job Category:	UWSA
Department/Group:	UWSA	Reports to:	General Manager/Elections Committee
Location:	University of Windsor – CAW Centre	Position Type:	Seasonal / Full-time
Salary Range:	-	Travel Required:	No
H.R. Contact	General Manager	Internal Posting URL:	www.uwsa.ca/about/uwsa-opportunities

Applications Accepted By:

Deadline: Applications will be accepted until **Monday, August 21st, 2023, at 12:00pm.**

Application Materials Required:

Resume/CV: Please provide a current Resume/CV detailing your qualifications, education, and work experience related to this position.

Cover Letter: In addition to your Resume/CV, please include a cover letter. This should highlight your interest in the position, relevant skills, and how you envision contributing to the University of Windsor Students' Alliance as the Chief Returning Officer.

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ROLE AND RESPONSIBILITIES

- Oversee all UWSA elections, including Fall By-Elections and General Elections.
- Report and be accountable to the Elections Committee.
- Supervise all Student Society elections, verifying compliance with constitutional provisions and/or oversee the administration of Student Society elections as dictated by their specific constitutions.
- Maintain regular office hours during Election and Referenda schedules.
- Recruit, hire, and supervise additional staff and volunteers, including poll clerks and security for polling stations, if required.
- Implement electoral procedures in accordance with the Elections Policy.
- Adhere to all UWSA rules, regulations, policies, and procedures.
- Serve as a valuable resource to the UWSA Board for information on election-related policies.
- Perform any other duties as assigned by the By-laws, Policies, or Resolutions and as deemed appropriate to the role.
- Develop relationships with various campus media to help publicize Elections, including the Daily News and the Lance.
- Implement and maintain any social media channels deemed necessary for the Election.

For more information on the Role and Responsibilities of the Chief Returning Officer, please refer to section 40.03 in the Elections Policy.

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ACCOUNTABILITIES

- Access and handle personal information such as Candidate transcript and nomination packages.
- Publicly provide contact information (office phone, e-mail, etc.) to the Membership.
- Establish and be responsible for designated office hours accessible to all members and staff.
- Organize and conduct the All-Candidates Meeting with the chair of the Elections Committee and provide a supplementary slide deck.
- Organize and conduct Candidate debates.
- Provide the Elections Committee and the UWSA Board with a post-Election report summarizing key events and lessons from each Election.
- Create a transition manual for the incoming Chief Returning Officer.
- Train and advise the incoming Chief Returning Officer.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be at least eighteen (18) years of age.
- Must have legal authority to be employed in the province of Ontario.
- Must not have the status of bankruptcy.
- Must not hold an official position with an external student association not sanctioned by the UWSA.
- Must not currently hold a position within a media outlet.
- Must not be a current employee within the UWSA.
- Postsecondary education or an equivalent combination of education and experience.
- Strong organizational, problem-solving, and decision-making skills.

PREFERRED SKILLS

- Familiarity with the electoral process.
- Knowledge of the University of Windsor Students' Alliance, other student unions, and/or the University of Windsor or similar post-secondary institutions.
- Proficiency in different social media forums and applications.
- Ability and readiness to manage email communications, support candidates promptly throughout the Election Period, and answer all inquiries in a timely and efficient manner.
- Ability to multitask.
- Ability to work independently.
- Excellent communication skills.
- Professional email/phone correspondence.
- Professional written and verbal communication skills.
- Strong analytical and critical thinking skills.

THE UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE IS AN EQUAL OPPORTUNITY EMPLOYER AND WELCOMES APPLICANTS BELONGING TO THOSE GROUPS OF INDIVIDUALS THAT ARE TRADITIONALLY UNDERREPRESENTED.

**PLEASE NOTE THIS IS NOT A UNIVERSITY OF WINDSOR POSITION
ONLY INDIVIDUALS SELECTED FOR INTERVIEW WILL BE CONTACTED**

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