DEPUTY RETURNING OFFICER

Term position to begin upon hiring and conclude at the end of the winter semester. The majority of work will be completed between hire date and March 6th, 2020.

Responsibilities:

- Ensuring that MUNSU elections, by-elections and referenda are conducted with integrity, honesty, and transparency in accordance with relevant by-laws and policies.
- Assisting the Chief Returning Officer in all of their duties including:
  - Hiring, training, scheduling, supervising and recruiting polling captains.
  - Maintaining complete records and filing a report at the end of each election, by-election or referendum.
  - Advertising MUNSU elections and referenda.
  - Organizing and facilitating any forums and candidate tours during an election or referendum.
  - Handling all complaints and appeals during the election, by-election or referendum.
- In the event that the Chief Returning Officer cannot fulfill their duties, the Deputy Returning Officer will take their place.

Qualifications:

- Familiarity with MUNSU and the procedures outlined in the MUNSU by-laws and policies pertaining to elections and referenda, as detailed at https://www.munsu.ca/bylaws-policy/
- Comfortable with public speaking to promote elections/referenda, and moderating speakers.
- Experience with marketing and promoting events.
- Problem solving skills.
- Financial and time management skills.

All applicants must be members of the Memorial University Students’ Union.

The chosen candidate will not be eligible as a candidate in MUNSU elections or by-elections for a period of one year from their date of hire.

Resumes, cover letters and references may be submitted to the MUNSU General Office (UC-2000) or emailed to resume@munsu.ca.

For more information, contact the chair of the MUNSU Elections Committee at cro@munsu.ca.

DEADLINE FOR APPLICATIONS: Wednesday, February 5, 2020 by 4:30pm.