



Employment Opportunity

Chief Returning Officer

Position

The University of Manitoba Students' Union (UMSU) is currently accepting applications for the position of Chief Returning Officer (CRO) for the 2017/2018 academic year. A fee for service will be negotiated with the successful candidate.

Responsibilities

Position reports to: UMSU Council

The CRO is responsible for overseeing all aspects of UMSU's election and any referendum brought forth according to the UMSU Governing Documents (UMSU Bylaws, Governance and Operations Manual, and Election and Referenda Manual). For more information please refer to UMSU Governance and Operations Manual, Section VI: Elections and Referenda, which can be found on the UMSU website under Governance and then in Governing Documents.

The successful candidate will begin their term in September 2017.

Qualifications

- Familiarity with UMSU, its bylaws and policies
- Familiarity with the policies and procedures of the University that effect the conduct of the election
- Experience with the electoral process and its procedures
- Excellent communication and organizational skills
- Ability to multi-task and work within tight deadlines
- Project management experience
- Demonstrated experience recruiting, training and supervising volunteers and/or employees

Salary

To Be Determined

Interested applicants should forward their cover letter & resume to:

Mark Stewart, UMSU Executive Assistant
University of Manitoba Students' Union Room 101 University Centre
University of Manitoba Winnipeg, MB R3T 2N2
Fax: (204) 269-1299 E-mail: markstewart@umsu.ca

To request a copy of the Position Description, contact UMSU@UMSU.ca

Application Deadline: August 25, 2017 4:30 PM

For more information about the University of Manitoba Students' Union, please visit our website at www.umsu.ca

The University of Manitoba Students' Union is an equal opportunity employer.