

## UNIVERSITY OF MANITOBA STUDENTS' UNION (UMSU)

### **Chief Returning Officer Term September 2021-April 2022**

#### **Summary:**

Reporting to the Board of Directors, the Chief Returning Officer (CRO) is responsible for overseeing all aspects of the UMSU election/referenda process; i.e. on-line/in-person voting, including the promotion and engagement of the electoral process, administration of voting stations, the coordination and accuracy of ballot counting, and ruling on election/referenda matters. The CRO provides reports to the Board of Directors after the election/referenda. The incumbent will be highly motivated to work in a fast-paced environment, be extremely well organized, detail-oriented, have strong interpersonal and conflict resolution skills, and excellent time management skills. The position is part-time, with part time hours; however, during the election period the incumbent will be working full-time hours.

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#### **Skills and Qualifications**

- Oversee election/referenda, according to the UMSU Election/referenda Policy and By-Laws
- Strictly adhere to and enforce, in both letter and in spirit, the Election/referenda Policy and By-Laws (as they apply to election/referenda)
- Manage the electoral process, including but not limited to: the administration of the nomination, campaigning and voting periods, enforcement of applicable rules and procedures, budgeting, marketing and promotion, material preparation and provision, and other supplies and resources
- Develop, plan and execute all marketing strategies to engage potential candidates and voters, before and during the election/referenda period
- Establish and maintain positive relationships with campus partners and local media to publicize election/referenda events
- Remain knowledgeable and current with any relevant decisions of the Board of Directors affecting election/referenda policies and/or procedures
- Serve as a resource for information on electoral procedures to the Board of Directors

UMSU promotes Employment Equity and is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of the underrepresented group (woman, Indigenous person, a person with a disability or a visible minority).

Position compensation is payable via honorarium. Applicants must be eligible to work in Canada, however applicants cannot be an active UMSU member. Full job description is available upon request.

We wish to thank all applicants in advance for their interest; however, only those applicants considered will be contacted. Please provide a cover letter, resume, and



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three (3) professional references and identify how you meet the desired qualifications listed by **12:00pm on Monday September 13, 2021** to:

The Human Resource Department,  
101 UMSU University Centre,  
Winnipeg, Manitoba,  
R3T 2N2, or  
email to: [hiring@umsu.ca](mailto: hiring@umsu.ca)

The job postings can also be found at [www.UMSU.ca](http://www.UMSU.ca)