

Job Description
Independent Electoral Commission Chief Commissioner
(Part-Time Student Position)

Description: The Independent Electoral Commission [IEC] Chief Commissioner will be responsible for coordinating elections, by-elections, and referendums that adhere to all related policies, by-laws, and regulations of the Society.

The Simon Fraser Student Society is an equal opportunity employer.

Duties and Responsibilities:

1. Administer the IEC budget
2. Approve campaign literature and expenses
3. Supervise the IEC Commissioners (which includes but not limited to create schedules and assigning office hours)
4. Write reports to present on a timely basis to the Campaigns, Research, and Policy Coordinator on the status and results of elections, or referendums, and recommendations for elections and referendum process improvements
5. Coordinate engagement initiatives by the IEC Commissioners
6. Coordinate the administration of complaints and inquiries related to the SFSS elections and referendum
7. Chair candidate debates, and other election related events as needed
8. Submit requests for staff support on behalf of the IEC
9. Approve candidates and referendum questions
10. Approve all other referendum and election ballots
11. Maintain office hours and ensure that members are informed of these hours
12. Other duties as required

Required Skills and Experience:

1. The IEC Chief Commissioner shall be an active member in good standing of the Society, except that no current member of or candidate for the Board, Council or a Faculty Student Union may serve as a member of the IEC
2. Strong communication skills, writing and word processing skills, as well strong attention to detail and organization skills



Maggie Benston Centre 2250
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

Tel 778-782-3870
sfss.ca

To apply, email your resume, cover letter and availability to jobs@sfss.ca citing that you are applying for the **IEC Chief Commissioner** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **4:00 p.m. (PST) on Sunday, January 14th, 2018**. Desirable start date: January 29th, 2018. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.