

## Job Description

### Independent Electoral Commission Commissioners (Part-Time)

**Description:** The four Independent Electoral Commission [IEC] Commissioners will be responsible for supporting the coordination of 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.*

This is a part time (up to 28 hours per week) student position at a wage rate of \$15.40.

#### **Duties and Responsibilities:**

1. Take direction from and support the IEC Chief Commissioner
2. Support outreach campaigns to promote the SFSS elections and referendums
3. Support the administration of complaints and inquiries related to the SFSS elections and referendum
4. Maintain office hours as directed by the IEC Chief Commissioner
5. Other duties as required

#### **Required Skills and Experience:**

1. The IEC Commissioners shall be active members 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

To apply, email your cover letter, resume, and availability to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **IEC 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 **9:00 AM (PST) , February 11, 2019**. Desirable start date: late January 2019. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted. **(End date: April 30<sup>th</sup>, 2019)**