

## Job Description

### **Independent Electoral Commission Commissioners** (Part-Time, Temporary)

**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 temporary part time (minimum 8 hours and up to 28 hours per week) student position at a wage rate of \$15.63 per hour.

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

1. Take direction from and support the IEC Chief Commissioner
2. Coordinate and conduct outreach campaigns to thoroughly promote the SFSS elections and referendums in all campus locations
3. Oversee the adherence to Code of Conduct and implementation of SFSS Elections and Referenda Policies
4. Support the administration of complaints and inquiries related to the SFSS elections and referendum
5. Maintain office hours as directed by the IEC Chief Commissioner
6. 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, Department Student Union 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

**Desirable start date:** As soon as possible

To apply, email your cover letter, resume, availability and class schedule to [jobs@sfss.ca](mailto:jobs@sfss.ca) citing that you are applying for the **IEC Commissioner** position in the subject line. Applications must be received no later than **11:59 PM (PST) February 17<sup>th</sup>, 2020**. Applicants must be available to

work Monday to Friday during regular office hours anytime between 7am to 7pm. Only shortlisted candidates will be contacted. **(End date: April 30<sup>th</sup>, 2020)**