Independent Electoral Commission Commissioners  
(Part-Time, Temporary)

**Description/Goal:** The four Independent Electoral Commission (IEC) Commissioners will be responsible for supporting the coordination of elections, by-elections, and referenda that adhere to all related policies, by-laws, and regulations of the Society.

**Working Relationship(s)/Role in Organization:** The IEC Commissioners work closely with the Society Staff. The IEC Commissioners report to the IEC Chief Commissioner.

This is a temporary part time (minimum 8 hours and up to 28 hours per week) student position with a wage rate of $17.50 per hour until April 30, 2022, and then will be $19.50/hour onwards. The term of employment will be until May 31, 2022.

**Duties and Responsibilities:**

- Support the IEC Chief Commissioner in conducting Executive Committee/Council General elections, Executive Committee/Council By-elections and referenda in accordance with SFSS By-Laws and Regulations.
- Assist the IEC Chief Commissioner in providing support where requested, and receiving and overseeing the results to the following elections including but not limited to: Students of Caribbean and African Ancestry (SOCA), First Nations Student Association (FNSA), Disability and Neurodiversity Alliance (DNA), International Students Advocate and other constituency groups, etc.
- See [SOCA elections report](#) this year to see how they run.
- Coordinate and conduct outreach campaigns to promote the SFSS elections and referenda, audit and execute the Elections Plan developed by SFSS staff.
- Support the administration of complaints and inquiries related to the SFSS elections and referenda.
- Support engagement initiatives and candidate debates as directed by the IEC Chief Commissioner.
- Maintain office hours as directed by the IEC Chief Commissioner.
- Maintain a 24 hour email response time to SFSS staff and student members.
- Other duties as required of the IEC.

**Required Skills and Experience:**

- The IEC Commissioner shall be an active member in good standing of the Society.
• No current member of or candidate for the Executive, Council, Department Student Union or a Faculty Student Union may serve as a member of the IEC
• Strong written and verbal communication skills, organizational skills and attention to detail

Applications must be submitted using Collage. Applicants must be available to work during regular office hours Monday to Friday. Only shortlisted candidates will be contacted.

Job posting end date: 4:00pm on October 27th, 2021