

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 (FNSEA), 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



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- 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