



POSITION DESCRIPTION

Position Title:	Deputy Returning Officer
Department:	Student Services
Position Status:	Active (February and March)
Employment Type:	Part-Time

POSITION SUMMARY (Overview and Purpose)

The Deputy Returning Officer (DRO) is primarily responsible for assisting the Chief Returning Officer (CRO) with the administrative requirements of the Students' Union (SU) General and By-Election. The DRO is a resource provided to students by the SU. As such, the incumbent is responsible for promotional and administrative tasks, ensuring the SU Elections are supported according to the direction of the SU.

KEY RESPONSIBILITIES

- Assist in ensuring Election Candidates adhere to campaigning rules via poster patrol
- Assist in the set-up, take down and staffing of polling stations and addressing students' election-related queries.
- Assist the CRO in distributing promotional materials related to voting days.
- Assist the Manager, Student Services and CRO in executing and promoting the election forums and candidate fair.

REQUIRED COMPETENCIES

- Currently enrolled as an undergraduate student at the University of Calgary.
- Must have the ability to remain neutral and unbiased. Must not be involved in the SU Election in any other capacity, e.g. – Candidate, Campaign Manager or volunteer.
- Demonstrated organizational and time-management skills to meet daily work deadlines, ongoing commitments, and emerging priorities.
- Excellent customer service skills to assist in determining student needs and providing appropriate levels of assistance in a high energy and busy environment.
- Superior interpersonal skills to interact positively, courteously and professionally with students and staff. Well-developed verbal communication skills. A successful candidate would be confident with the ability to start and engage in positive interactions with students.
- Possess common sense, confidence, tact, discretion and good judgment and have the ability to maintain composure and make critical decisions under pressure.

EDUCATION AND EXPERIENCE

Previous practical experience in promotional outreach role and conducting administrative tasks (such as, reception, customer service, word processing, filing and organizing data, etc.) is considered an asset.