University Students' Council – Position Description

Position Title: Deputy Returning Officer
Authority: CRO
Remuneration: $17 per hour
Hours of Work: 5-8 hours/week during Fall Elections, 10-15 hours /week during Spring Elections
Term: May 2022 – April 2023

OVERVIEW:

The Deputy Returning Officer (DRO) is the second governing figure in the administration of USC elections collaborating with the Chief Returning Officer. The DRO is responsible for assisting the Elections Committee, Chief Returning Officer and Manager, Advocacy and Government Services in the execution of Fall and Spring Elections, in both leadership and supportive roles.

DUTIES AND RESPONSIBILITIES:

- Assist in the recruitment and selection of the Elections Governance Committee (EGC) and Elections Planning Committee (EPC) members;
- Assist in the development of new training materials for the EGC and EPC members;
- Assist in the development of new EGC and EPC policies and administrative procedures;
- Assist in evaluating the deficiencies in the EGC and EPC operations and generating methods to increase efficiency and effectiveness of operations;
- Assist in general training of the EGC and EPC members, in addition to specialized sub-committee training;
- Assist in the drafting of EGC and EPC reports (i.e., violation reports) and media releases;
- Adhere to USC bylaws, policies, and procedures;
- Assume a leadership position on either the EGC or EPC, as mutually agreed upon between the DRO and CRO;
- Complete an interim reports as well as a final report in compliance with the USC's Final Reports Procedure and Honorarium Policy;
- Assist in supervising violation hearings conducted by the EGC;
- Act as proxy for the CRO in situations where the CRO is unavailable;
- Assist in other tasks as assigned by the CRO.

QUALIFICATIONS:

- The DRO must be an undergraduate student as defined by Western University during the school year they are in their role.

● You cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors, role in the Orientation Program or Coordinator, Intern and Associate Program or as defined in the USC Conflict of Interest Procedure for USC Paid Employees during your term in this role.

KNOWLEDGE, SKILLS and ABILITIES:

● Interpersonal Communication: Deputy Returning Officer position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Must be able to provide constructive feedback to and communicate expectations effectively through written and oral mediums.

● Project Management: Strong organizational and time management skills are paramount to the success of assigned projects. The Deputy Returning Officer should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

● Group Facilitation: The Deputy Returning Officer should have effective group facilitation skills. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members.

● General: Knowledge of the University and all levels of government is an asset.

TRAINING:

The Deputy Returning Officer will be required to attend all USC-mandated training sessions for Interns, as determined by the USC People and Development Department.

The Deputy Returning Officer will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.