**UPEI Student Union**

**Job Description**

Job Title: Chief Returning Officer (CRO)

Reports to: President

Position Type: Student Staff (Must be a full time student)

Work Location: WA Murphy Student Centre

Start Date: September

Compensation: $400 per election

The Chief Returning Officer is responsible for all aspects of the operation of the UPEISU Elections and Referenda.

##### Responsibilities include:

* + Complete operation of the UPEISU Elections, By-Elections, and Referendum;
	+ Advertise positions available, nomination period, and chair the candidates meeting;
	+ Preparation of web vote;
	+ Supervise ballot counting;
	+ Post all election and referendum results;
	+ Have a working knowledge of the UPEISU Election and Referenda By-Law;
	+ Attend all UPEISU Election related events

Qualifications & Skills:

* Excellent organizational skills
* Work well without direct supervision
* Highly motivated
* Responsible

Deadline for application is **3:00pm on Friday, September 4th, 2020**. To express interest in this role, please direct your application form, resume and class schedule in confidence to:

UPEI Student Union Hiring Committee via email: hiring@upeisu.ca or in person at the Student Union office.

*Only applicants that have completed the application requirement will be considered for the position. Only those selected for an interview will be contacted.*