



CESAX

Continuing Education Students'
Association of X University —

Local 105 of the Canadian Federation of Students

JOB POSTING: Chief Returning Officer (CRO)

Wednesday, December 15, 2021

The Continuing Education Students' Association of X University (CESAX) represents all continuing education, distance education and part-time degree undergraduate students at X University (formerly Ryerson University)* and provides its members with a broad range of advocacy, services and events. CESAX is seeking to hire one individual to oversee and run the annual election for the Board of Directors between January and March 2022. This is a project-based position with most hours between February 28 and March 10, 2022. The selected candidate must be available on Monday, March 7, Tuesday, March 8, Wednesday, March 9 and Thursday, March 10 from 3pm to 7:30pm.

NOTE: The successful applicant is required to waive their right to be eligible for candidacy or supporting any candidate in elections of the current academic year.

Type of Work: Short-term contract

Compensation: \$1200.00

Hours: Roughly 40-60 hours collectively

Start Date: January 31, 2022

End Date: March 18, 2022

Reports to: Internal Coordinator

Main duties:

Recognizing that the CRO's functions embrace a broad range of roles and responsibilities, it is important to note that not all functions are contained within this posting. The CRO will work with full-time staff members to achieve many of these duties.

- Oversee the organization and operation of a democratic election for CESAX's five Executive positions as well as Board of Director positions on X University campus;
- Work with Communications Coordinator to publicize the elections and ensure all pertinent information and forms related to the elections are developed;
- Coordinate the candidates; organize and conduct the Election Forum at the Annual General Meeting;
- Coordinate hiring, training and scheduling of three to six poll clerks;
- Make rulings on all matters pertaining to the elections including complaints;
- Adjudicate and enforce all election bylaws and policies;

*To learn more about why CESAX refers to Ryerson University as X University, please visit www.mycesar.ca/xuniversity



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- Tally the ballots at the end of the elections and post the results;
- Maintain the established budget for the elections; and
- Submit a detailed report to the CESAX Board of Directors following the elections.

Successful candidates will possess:

- Previous experience with running and organizing a democratic election, holding a position as a Chief Returning Officer or Deputy Returning Officer is an asset;
- Familiarity with the CESAX bylaws and policy and students' unions;
- Event and logistics planning experience;
- Able to lead a group, delegate tasks, and work independently but as part of a team;
- Self-motivated, able to meet time sensitive deadlines and work with minimal supervision;
- Ability to thrive in a fast-paced and pressured environment;
- Hold conflict resolution skills and has demonstrated experience;
- A skilled communicator that works well with a diverse group; and
- Applicants should be impartial and must be eligible to work in Ontario.

Application Details:

Interested candidates should submit a resume and cover letter to executivedirector@mycesax.ca PRIOR TO Thursday, January 20, 2021 AT 5:00pm.

Interviews may be scheduled on a rolling basis – please apply early if possible. Only PDF or Word files are accepted. No phone calls.

Applications will be processed in the order that they are received.

CESAX is an independently incorporated students' union working within the X University community. This is NOT a X University staff position.

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