



<b>Job Title:</b>	Elections and Governance Coordinator (BUSU and GSA)	<b>Start Date:</b>	Sept 25, 2023
<b>Location:</b>	On-Campus	<b>End Date:</b>	March 31, 2023
<b>Salary:</b>	\$22/Hour	<b>Hours:</b>	Approximately 250 hours spread across three election cycles (October, February and March)
<b>Supervisor:</b>	Joint oversight between BUSU (Director, Governance and Advocacy) and GSA (Executive Director)	<b>Posting Open:</b>	Friday, June 2, 2023
<b>Applications Accepted By:</b>	Kayleigh Rossetto krossetto@brockbusu.ca	<b>Posting Close:</b>	Friday, June 16, 2023

**PRIMARY JOB FUNCTIONS**

The Elections and Governance Coordinator is primarily responsible for overseeing the planning and execution of all BUSU and GSA election periods while acting as the Returning Officer (RO). They will be the lead authority over the policies and procedures of the elections, ensuring all candidates act in accordance with BUSU and GSA legislation and make decisions that positively impact the execution of a fair election.

In addition, the Elections and Governance Coordinator will take on a variety of responsibilities pertaining to BUSU and GSA Governance to ensure students are properly represented within Brock and the outside community.

**Administers Elections and Referenda**

- Meets all administrative obligations of the Returning Officer as prescribed in BUSU and GSA legislation, including but not limited to:
  - properly advertising elections and referenda
  - opening and closing of nomination period
  - holding an all-candidates meeting (virtual)
  - hosting all-candidates forum(s) or election event(s), both in-person and virtual
  - opening and closing of campaigning period
  - enforcing election and referenda rules
  - overseeing the opening and closing of the ballot
  - delivering election and referenda results
  - assisting in drafting referenda questions where applicable.
- Attends Elections committees as required
- Coordinates the meeting schedule of ad-hoc committees for decisions and reviews requiring impartial bodies (e.g. Disqualification Panel)
- Moderates Election and Referenda Debates, when applicable
- Prepares and submits Reimbursement for candidates and referenda teams to BUSU and GSA finance offices



**BUSU**

BROCK UNIVERSITY  
STUDENTS' UNION

### **REQUIREMENTS**

- Thorough knowledge of BUSU legislation (By-law and policy 400) and GSA legislation (Bylaw and Documents 010, 040, 042, 044, 046 and other relevant legislation)
- Strong communication skills both oral and written
- Well-developed time-management skills
- Strong public speaking skills
- Ability to work independently and as part of a team
- Ability to resolve conflict in an effective and diplomatic manner
- Demonstrated ability to be punctual and gives attention to detail
- Strong interpersonal skills
- Experience in policy implementation and/or enforcement
- Active listening and mediation training is preferred
- Legally eligible to work in Canada
- May not be on a co-op placement for the duration of their term
- Must have proven experience working in a related field
- Must be a registered graduate student at Brock University and GSA member during the term of their employment

### **WORKING CONDITIONS**

#### PHYSICAL EFFORT

The majority of the work does not require a high level of physical activity. However, from time to time some physical labour may be required i.e. moving materials around the office or other items for special events

#### PHYSICAL ENVIRONMENT

Standard office environment, occasional driving to off-campus business, community events or conference.

#### SENSORY ATTENTION

Working on a computer, working with and communicating with students, staff and community members. Job requires a high level of concentration and focus.

#### MENTAL STRESS

The Returning Officer must be able to work flexible hours in order to be successful. Must be able to work in fast paced environment and work through complex situations.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

*BUSU is an Equal Opportunity Employer.*

*Note: If you require accommodation at any time throughout the application process, or if this information is required in an accessible format, please contact [kswiatek@brockbusu.ca](mailto:kswiatek@brockbusu.ca) and we will be happy to provide appropriate assistance pursuant to BUSU's Accommodation and Accessibility policies.*