

**Brock University Graduate Students' Association (GSA) &
Brock University Students' Union (BUSU)**

Governance and Elections Coordinator 2022-2023

BUSU/GSA Governance and Elections Coordinator

Application Deadline: Thursday, October 13 at Noon (EST)

To apply please send a cover letter and resume/CV to
Kayleigh Rossetto, Director – Governance and Advocacy (BUSU) at
krossetto@brockbusu.ca

Position Type:	Part Time Contract
Number of Positions:	1
Candidate Type:	Current Registered Graduate Student
Employment Category:	Administrative & Office
Job Title:	Governance and Elections Coordinator
Job Location:	Hybrid on-campus and virtual
Job Description:	<p>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.</p> <p>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.</p> <p>Administers Elections and Referenda</p> <ul style="list-style-type: none">• Meets all administrative obligations of the Returning Officer as prescribed in BUSU and GSA legislation, including but not limited to:<ul style="list-style-type: none">○ properly advertising elections and referenda○ opening and closing of nomination period○ holding an all-candidates meeting○ opening and closing of campaigning period○ enforcing election and referenda rules○ overseeing the opening and closing of the ballot

Enacted: August 2022

Last Review: September 2022

Next Review: August 2023

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	<ul style="list-style-type: none"> ○ 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
<p>Job Qualifications:</p>	<p><u>REQUIREMENTS</u></p> <ul style="list-style-type: none"> ● Thorough knowledge of BUSU legislation (By-law and policies 400 and 401) 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 ● Not 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
<p>Salary:</p>	<p>\$22/hour</p>
<p>End Date:</p>	<p>03/31/2023</p>
<p>Minimum Education Completed:</p>	<p>Any Level</p>
<p>Open to All Degrees and Disciplines:</p>	<p>No</p>

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Targeted Degrees and Disciplines:	View Targeted Programs Accountancy (MAcc) Applied Disability Studies (MA) Applied Linguistics (MA) Biological Sciences (MSc) Biotechnology (MSc) Child and Youth Studies (MA) Classics (MA) Computer Science (MSc) Earth Sciences (MSc) Education (MEd) English (MA) Geography (MA) History (MA) Management (MSc) Mathematics and Statistics (MSc) Physics (MSc) Political Science (MA) Popular Culture (MA) Psychology (MA) Social Justice and Equity Studies (MA) Studies in Comparative Literatures and Arts (MA)
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