

## JOB POSTING INFORMATION

**JOB TITLE:** POLL CLERK

**JOB CODE:** SA-17-POL

**DATE POSTED:** JANUARY 25, 2017

**POSTING EXPIRES:** FEBRUARY 14, 2016

**JOB CATEGORY:** PART-TIME

**JOB TYPE:** TEMPORARY

**TRAVEL REQUIRED:** SOME, MUST BE ABLE TO ACCESS ASSIGNED LOCATION

**LEVEL/SALARY RANGE:** \$11.50/HOUR

**LOCATION OF WORK:** DURHAM COLLEGE & UOIT

**WILL TRAIN APPLICANT(S):** TRAINING PROVIDED

## JOB SUMMARY

### JOB DESCRIPTION:

Poll Clerks ensure a smooth voting process for all students during The Student Association at Durham College & UOIT (SA) 2017 General Elections. Poll Clerks provide impartial assistance and information at polling stations situated around campus during the voting period.

There are approximately 24 poll clerks required.

### SUMMARY OF DUTIES:

- Ensure fair and equal elections for the SA
- Abide by the SA Elections Policy
- Ensure a smooth voting process at each polling station
- Oversee each polling station during the voting period
- Act impartially in the election process
- Assist with the set-up and layout of the polling station
- Attend a mandatory training session date to be determined
- Available for a minimum of 8 hours (in 4-hour increments) between 8AM-9PM on voting days.

### SKILLS/QUALIFICATIONS:

- A sound set of organizational skills
- Strong communications skills both written and oral
- Ability to work independently and as part of a team
- Ability to follow set rules and procedures
- Must be a student at Durham College or UOIT
- Cannot be a current SA Executive, SA Director or Society President
- Cannot run as a candidate or act as an active supporter in the SA Election



**BENEFITS:** Professional development opportunities.

## APPLICATION INFORMATION

**PREFERRED RESPONSE METHOD:**

**EMAIL -** [sacro@dc-uoit.ca](mailto:sacro@dc-uoit.ca)

**SUBJECT LINE -** POLL CLERK POSITION

**APPLICATION INSTRUCTIONS:** EMAIL OR DROP OFF AT THE STUDENT ASSOCIATION OFFICE, SECOND FLOOR OF THE STUDENT CENTRE. MAILED APPLICATIONS WILL NOT BE ACCEPTED.

## CONTACT/COMPANY INFORMATION

**COMPANY:** THE STUDENT ASSOCIATION AT DURHAM COLLEGE & UOIT

**DIVISION:** THE STUDENT ASSOCIATION

**HR CONTACT:** STUDENT ASSOCIATION CHIEF RETURNING OFFICER (CRO)

**ADDRESS:** 2000 SIMCOE STREET NORTH, OSHAWA, ONTARIO, L1H 7K4.

**PHONE:** (905) 721-1609 EXT. 3998

**REVIEWED BY:** COLIN RAMDEEN, CHIEF RETURNING OFFICER

**DATE:** JANUARY 20, 2017

**APPROVED BY:** EXECUTIVE DIRECTOR

**DATE:** JANUARY 23, 2017