



Student Elections Officer - Job Description

Title: Student Elections Officer (SEO)

Reports To: Chair

Term: Casual

Wage: Honorarium

Summary

The Student Elections Officer (SEO) is a member of the Elections Committee and is responsible for resolving serious violations of the URSU Election and Referendum By-law as well as appeals

of the Chief Returning Officer's (CRO) decisions. As a member of the Elections Committee, and as part of any complaint or issued referred to the Elections Committee by the CRO, the SEO interviews all parties involved, ensures a clear understanding of the situation, renders decisions and imposes disciplinary actions as required.

Core Competencies

- Communication
- Team Work
- Quality Orientation
- Problem Solving
- Accountability and Dependability
- Ethics and Integrity
- Communication
- Critical Thinking
- Decision Making
- Problem Solving
- Results Orientation

Job Duties

- Investigate any complaints or appeals brought forward to the Elections Committee.
- Interview all parties involved in a fair and equitable manner.
- Confer with all parties involved to clarify issues, identify concerns, and develop an understanding of all sides.
- Evaluate any witnesses in order to obtain a clearer picture of the dispute or situation.
- Carefully analyze the situation and provide recommendations for a decision.
- Jointly with other members of the Elections Committee render decisions and impose disciplinary penalties as warranted.
- Ensure compliance with all federal, provincial and local laws



- Analyze evidence and apply relevant laws, regulations, policies and precedents
- Ensure that confidentiality is maintained at all times

Requirements

- A current member in good standing of the University of Regina Students' Union (URSU).
- A full time student enrolled at the University of Regina for the current academic year.
- Proven communication, conflict resolution, and interpersonal skills.
- Experience with student organizations would be an asset.
- Excellent oral and written communication skills
- Ability to maintain confidentiality and impartiality
- Proven active listening skills
- Possesses both deductive and inductive reasoning skills
- High degree of resourcefulness, flexibility and adaptability
- Ability to exercise judgement and discretion
- Experience organizing and running elections.
- Understanding of the rules and regulations put forth by URSU directing the election procedures.
- Able to read, write and speak English fluently.

Work Conditions

- Manual dexterity required using desktop computer and peripherals.
- Irregular and varied work schedule.
- Lifting or moving up to 10lbs may be required.



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