



## POSITION DESCRIPTION

Position Title: Deputy Returning Officer  
Department: Student Services  
Employment Type: Part-Time

### POSITION SUMMARY (Overview and Purpose)

The Deputy Returning Officer (DRO) is primarily responsible for assisting the Chief Returning Officers (CROs) with the administrative requirements of the Students' Union (SU) General and By-Election. The DRO is a resource provided to students by the SU. As such, the incumbent is responsible for promotional and administrative tasks, ensuring the SU Elections are supported according to the direction of the SU.

### KEY RESPONSIBILITIES

- Provide administrative support to the CRO and Manager, Student Services by accepting and processing Nomination packages pertinent to running in an election.
- Assist in ensuring Election Candidates adhere to campaigning rules via poster patrol and social media checks.
- Assist in the set-up, take down and staffing of polling stations.
- Assist the CRO in distributing promotional materials related to voting days.

### REQUIRED COMPETENCIES

- Currently enrolled as an undergraduate student at the University of Calgary.
- Must have the ability to remain neutral and unbiased.
- Demonstrated organizational and time-management skills to meet daily work deadlines, ongoing commitments, and emerging priorities.

- Excellent customer service skills to assist in determining customer needs and providing appropriate levels of assistance in a high energy and busy environment.
- Superior interpersonal skills to interact positively, courteously and professionally with customers and staff. Well-developed verbal communication skills.
- Possess common sense, tact, discretion and good judgment and have the ability to maintain composure and make critical decisions under pressure.

## **EDUCATION AND EXPERIENCE**

Previous practical experience in promotional outreach role and conducting administrative tasks (such as, reception, customer service, word processing, filing and organizing data, etc.) considered an asset.