

JOB DESCRIPTION
VOTING INFORMATION OFFICER- ELECTIONS
BOARD OF DIRECTORS
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Supports member participation in UVSS electoral events.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Senior Electoral Officer and Chief Electoral Officer but under the overall authority of the Executive Director.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Abide by the UVSS Bylaws, UVSS Electoral Policy, and UVSS Electoral Office procedures.
2. Provide a visible presence in assigned locations to promote UVSS Electoral Events.
3. Set-up and take down voter support stations and/or mobile polls on campus, including transporting and securing electronic voting devices and other materials.
4. Engage UVSS members to encourage and support voting participation.
5. Provide impartial information to support members in making informed voting decisions.
6. Assist UVSS members in accessing the online voting system including trying to make accommodations for members with disabilities.
7. Keep an accurate tally sheet (count) of voter contacts and record voter questions.
8. Maintain contact with the Electoral Office, and report any concerns about the electoral process.
9. Provide written feedback to the Electoral Office regarding their experience and observations, following the electoral event.
10. In the event of a technological failure and paper ballots are used, escort the ballot boxes to and from the polling stations and the SUB.

QUALIFICATIONS:

REQUIRED:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Must be, and be seen to be, non-partisan in their role as VIO.
3. Must be able to adhere to the UVSS Elections Oath of Office and Code of Conduct.
4. Must be comfortable approaching individuals and groups and engage in conversation.
5. Must be punctual and reliable.
6. Must be able to work independently with little supervision.
7. Must be able to work as part of a team.
8. Must be able to problem solve and adapt to changing conditions.
9. The ability to be diplomatic and tactful under sensitive or stressful conditions.
10. Able to carry and set-up equipment and supplies in various locations on campus.
11. Basic knowledge using and explaining how to use a variety of electronic devices to access voting.
12. Able to keep accurate tallies and provide clear, unbiased feedback in writing.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

Approved by LMC by Email 2018-01-18