

JOB DESCRIPTION  
**DEPUTY ELECTORAL OFFICER**  
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

**FUNCTIONS:**

1. Responsible for assisting Electoral Office staff in all of their duties.

**ORGANIZATIONAL RELATIONSHIP:**

1. Reports and is responsible to the Chief Electoral Officer, through the Senior Electoral Officer(s), but under the overall authority of the Administration and Services Manager.

**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 UVSS Bylaws, Electoral Policy, and Electoral Office procedures.
2. Assist all Elections Office staff to ensure Electoral Policy regulations and deadlines are met.
3. Assist electoral staff to maintain the Electoral Office as a secure, professional and voter-accessible space.
4. Convey professionalism, independence, impartiality, and integrity at all times.
5. Assist electoral staff to maintain a consistent presence in the Electoral Office during key periods, provide assistance to candidates, and make referrals when appropriate.
6. Assist electoral staff to perform day-to-day Electoral Office administrative functions.
7. Assist electoral staff to perform voter education and Electoral Event promotion.
8. Assist electoral staff to keep all files and property of the Electoral Office organized and secure.
9. Immediately following the Electoral Event, provide feedback to the Chief Electoral Officer regarding experiences and observations.

**QUALIFICATIONS:**

Required:

1. Must be an active member in good standing of the UVSS (a current undergraduate student).
2. Demonstrated experience maintaining confidentiality and privacy.
3. Demonstrated experience interpreting and applying policies and regulations.
4. Demonstrated ability to work independently with little supervision as well as contributing positively in a team environment.
5. Proven reliability, punctuality, and ability to complete time-sensitive tasks.
6. Demonstrated experience remaining professional in sensitive or stressful conditions.
7. Ability to be flexible and adaptive.

Preferred:

1. Demonstrated experience producing social and print media for diverse audiences.
2. Demonstrated experience coordinating volunteers or employees.
3. Strong communication skills and confidence performing member outreach.

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.