



**Graduate Students'  
Association**

Local 78, Canadian  
Federation of  
Students

600 Unicentre  
Carleton University  
1125 Colonel By  
Drive  
Ottawa ON K1S 5B6

tel (613) 520-6616  
fax (613) 520-3680  
gsa@gsacarleton.c  
a  
gsacarleton.ca

## **Contract Posting: Chief Election Officer**

The Graduate Students' Association will be holding its annual elections in early April. The GSA requires a Chief Electoral Officer(s) to administer these processes from nominations to the tabulation of results. In addition to getting involved with your GSA, this is a good opportunity for a graduate student to gain experience in organizing and running an election.

Position Term: Variable hours between early March until April

Remuneration: \$1500

Number of Positions: 1

Job Description:

The position of CEO involves:

- Working collaboratively with the GSA Electoral Board
- Notifying nominated candidates of their nomination for election and determining if they accept
- Notifying Council members of the nominees for election and enlisting Council's aid in publicizing the election in their departments
- Publicize the election and encourage voter turnout.
- Administration of the election according to GSA Election rules and policies
- Tabulation of results
- Informing Council of results at the first meeting of Council following the election
- Informing the appropriate bodies and authorities of the election results

Deadline: March 2nd, 2021

Submit resume and cover letter to:

GSA Carleton Electoral Board (Word or PDF): [jobs@gsacarleton.ca](mailto:jobs@gsacarleton.ca)

The GSA values employment and educational equality and welcomes applications from diverse groups including (but not limited to) women; indigenous people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, 2 Spirit and transgender people.

This position is only available for Carleton graduate students.

