



## Fleming SAC

## JOB POSTING

<b>Job Title:</b>	Electoral Officer
<b>Appointment type</b>	Part-Time
<b>Reports to:</b>	SAC General Manager
<b>Hours of Work:</b>	4-8 hours/wk

### Who We Are!

The Fleming College Student Administrative Council Inc. (SAC) is a non-profit corporation that serves the social and political needs of the student body. SAC is the official voice of the student body. Board members serve on various college committees and have input into policy decisions of the College. Through our publications and bulletin boards, SAC keeps the students informed about student, campus and college developments.

SAC is currently looking for an individual who is self-driven, a leader, and passionate about student issues. Does this sound like you? Then apply for the Electoral Officer position!

### Key Responsibilities:

- Oversee elections process for new board members including nomination period, campaign period, voting, and announcement of results
- Coordinate election events including candidate forum and ice cream social
- Give guidance and advice to candidates who need direction
- Enforce election rules and hold candidates accountable
- Prepare and deliver elections report
- Create social media content for the election and monitor candidate use of social media
- Fairness of election and binding decision making

### Experience Needed for Role:

- Must be a current full-time Sutherland Campus Student or Alumni
- Strong sense of organization and self-discipline
- Social media savvy
- Excellent communication skills – oral, including public speaking, and written
- Ability to use MS Word/PowerPoint proficiently
- Attention to detail and processes
- Event management experience an asset

Individuals who wish to apply **must be full-time Sutherland campus students in September 2017 or Alumni**. This position runs until the end of the election process. Interested students may send their cover letter and resume to Sarah-Jayne Riley, Student Services and Clubs Coordinator for Fleming SAC at [sjriley@flamingcollege.ca](mailto:sjriley@flamingcollege.ca) deadline to apply is Friday August 4<sup>th</sup> 2017 at 4pm. Interviews will be held August 8<sup>th</sup> – 11<sup>th</sup> 2017.

Fleming College Student Administrative Council welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.