



Post Date: 10/01/2014
Pull Date: 10/20/2014

Student Activities Student Election Commissioners

Job Details:

Job Type: Student Employment

Job Location: On Campus

Wage/Salary: \$390.00 stipend

Hours per week:

Job Begins: October 27, 2014

Job Ends: December 12, 2014

Job Description:

The student election commissioners serving in a neutral role are responsible for the development and implementation of a fair and open campus wide student body election.

Specific duties include:

- Disseminate information to the campus community, including the Reservation Based and Tacoma Programs, about elections and ballot measures
- Work collaboratively with the Registrars Office and Administrative Computing and in the development of the on-line ballot
- Recruit, hire and schedule poll workers
- Supervising poll workers and polling stations to ensure a fair and accessible election. Enforcing Elections and Voting policies and guidelines as well as identifying misconduct and policy violations
- Encouraging the student body to get out and vote
- Meeting with the Geoduck Student Union Elections Committee to help develop procedures and guidelines
- Certifying the elections and disseminating results

Qualifications:

Preferred skills and abilities: Previous public service experience, computer proficiency, artistic and creative, strong communication skills and the ability to work with diverse populations.

Minimum qualifications: Must be a currently enrolled TESC student in good academic standing.

Application Instructions:

Application Deadline: October 20, 2014

To apply, submit to the Geoduck Student Union, CAB 313 the following:

1. A succinct cover letter addressing your interest in the position and describing your qualifications and work experience as they relate to position purpose and duties.
2. A resume that includes a chronological work history.

CODa Job ID # 4810

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