

UNIVERSITY OF SASKATCHEWAN STUDENTS' UNION

Position Profile

Role: Elections Coordinator

Reporting to: Communications & Marketing Manager

Liaison to: Election Committee, Election Volunteers

Position Summary

The University of Saskatchewan Students' Union exists to represent, serve, and support the academic and non-academic needs of undergraduate students of the University of Saskatchewan through accountable, dynamic, and unified leadership. It also serves to protect and maintain the integrity of quality, accessible public education.

Reporting to the Communications & Marketing Manager, the Elections Coordinator is responsible for coordinating election volunteers to promote USSU Elections, encourage voter participation, and raise awareness of the importance of student representation.

Qualifications

Education:

- Current University of Saskatchewan undergraduate student

Knowledge & Skills:

- Strong communication and interpersonal skills.
- Comfortable engaging with peers and promoting events in person and online.

- Active presence on social media platforms is an asset.
- Ability to work independently and as part of a team.
- Interest in student leadership, democracy, and governance.

Experience:

- Experience engaging student groups through planning and organizing small and large events.

Key Responsibilities

- Actively promote the USSU Elections on campus and online through social media, word-of-mouth, and outreach initiatives.
- Engage with students to educate them about the election process, key dates, and candidate platforms.
- Distribute promotional materials, including posters, flyers, and digital content.
- Assist in organizing and hosting election-related events, including information sessions, debates, and voting drives.
- Collaborate with student organizations, clubs, and faculty departments to expand outreach efforts.
- Monitor and report student engagement feedback to improve promotional efforts.
- Uphold the principles of a fair and unbiased election process.

Key Accountabilities

- Report to the Communications and Marketing Manager on activities and initiatives;
- Attend regular meetings as necessary;
- Provide feedback regarding election-related events
- Recruit volunteers