**General Information**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Supervisor of Elections</th>
<th>Branch:</th>
<th>Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-4 $9.55/hr. 20 hours/week</td>
<td>Position Type:</td>
<td>Student Temporary</td>
</tr>
<tr>
<td>Direct Supervisor:</td>
<td>SGATO Assistant Director</td>
<td>HR Supervisor:</td>
<td>SGATO Director</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours:</td>
<td>Yes, with prior written authorization from direct supervisor</td>
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</tbody>
</table>

**Job Description**

The Election Rules Commission (ERC) Supervisor of Elections is responsible for presiding over all official ERC operations. The ERC Supervisor of Elections will oversee the elections processes including, but not limited to, candidate applications and information meetings, setting up polling stations, and certifying election results.

**Role and Responsibilities**

- Manage and oversee the daily operations of the Election Rules Commission.
- Provide properly vetted candidate application packets and inform candidates of election rules/regulations through candidate meetings.
- Inform candidates of any violations they may have been assessed.
- Vote on any issue in the event of a tie during an ERC meeting.
- Announce and certify the results of an election.
- Serve on an Ad-Hoc Committee to review and suggest ways to improve the election process.
- Attend all ERC sponsored events including debates and the Inauguration Ceremony.
- Assume the duties of any ERC position in the event it becomes vacant or the person cannot fulfill their duties.
- Write and propose Rules of Procedures to be adopted by the ERC and approved by Senate.
- Perform any duties as necessary and proper to execute the mission of the Election Rules Commission.

**Qualifications and Education Requirements**

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for undergraduate students and a 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- The ERC Supervisor of Elections must have a working understanding of Title VII of the Student Government Statutes.
- The ERC Supervisor of Elections must be familiar with the Student Government elections processes.
- Must be able to maintain a high level of professionalism and a commitment to ethical practices.
- Must be able to think critically and logically in any given situation.
- Experience with Conflict Management and Culture Setting.
- Experience working within a Team Dynamic.
- Experience with Organizational Management and Office Environment.
- Ability to take initiative in the workplace and create strategic goals.
- Ability to be impartial and maintain confidentiality.

**Working Conditions**

The ERC Supervisor of Elections will work 20 hours a week in an office environment while preparing for elections and will work outside when supervising election polling stations.

*This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it’s designed to give the general nature and level of work to be performed by employees assigned to this job title.*

Revised – 06/15/2017