Electoral Officer

Fleming SAC is now accepting applications for the position of Electoral Officer for the 2027 General Election. This a contract position that works closely with the Fleming SAC Student Governance & Advocacy Coordinator to ensure a fair, impartial and transparent election process. This position is open to all full time Fleming College Students who attend the Sutherland Campus.

For more information on this position, please click the link to see the full job description for the Electoral Officer.

Please address your cover letter and resume to Joel Willett, General Manager in PDF format to: jobs@flemingsac.ca. The subject of the email should be “Electoral Officer position”

Note that only those selected for an interview will be contacted.

The Deadline for applications is **Friday, November 13, 2026 at 4pm.**

Key Resposnibilities:

- Administration of Elections and any potential referendums
- Ensure the election regulations of Fleming SAC are enforced.
- Informing students that a vote is being held, explaining the right to vote, and piquing their interest in the campaign
- Overseeing the registration of candidates
- Approving the candidate’s budgets, monitoring their election expenses and reimbursing their expenses in accordance with Fleming SAC policies.
- Ensuring that candidates or referendum committees respect the spending limits and present their election expenses reports and receipts by the set deadlines
- Organizing the candidate forums/speeches and question period chaired by a moderator
- Responding to requests for information from electors and candidates.
- Deciding on the measures to take following infractions of the election regulations.
- Establishing and respecting the overall election budget.

Fleming College Student Administrative Council commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ+ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.