

Graphic Designer Job Description

Reporting to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer, the Graphic Designer plays a key role in promoting and marketing the various events, workshops, information sessions and social activities that are offered by the Innis Office of Student Life throughout the academic year.

This is a casual part-time job opportunity that is task-specific and expected to take around **10 hours per week**, depending on event scheduling and time of year.

Working with the Assistant to the Dean, Student Life, the main responsibilities for this position are:

- Graphic design, development and email distribution of a bi-weekly e-newsletter
- Maintain the digital sign-board(s) remotely and on site, both at the Residence and at the College
- Edit and design posters/booklets/hand-outs for print distribution and banners for display
- Work with the Photo-Videographer to maintain a database of photos and articles for archival purposes

This position is ideally suited for an upper-year Innis College student who has a comprehensive knowledge of the events and programming offered through the College's student groups and the Office of Student Life. The candidate should also have a broad knowledge of the University's Student Life programming and a good understanding of how communications are delivered to our constituent students through various forms of traditional and electronic media. This would be best suited for a student who has excellent graphic & design skills and is interested in advertising, promotion, marketing and social media.

Candidates should be organized and resourceful and have interest in the above, as well as having sufficient experience in:

- MS Office Suite, including Publisher, Word, Powerpoint
- Adobe CS
- Updating web pages using html (understanding java script, css, and php a plus)
- Sufficient knowledge of Facebook, Twitter and Youtube
- Good command of written English with accurate grammar & spelling
- Attention to detail, especially in the area of visual design
- Ability to build relationships and make connections with the various student & administrative groups
- Must have tact, professionalism and be committed to maintaining confidentiality as required

The Graphic Designer will be paid a rate of \$15.00/hr for each hour worked. This position may be posted as a Work-Study position requiring a supplementary application.

If at any time the Graphic Designer has any questions or concerns related to their employment, they should speak to the Assistant Dean, Student Life (ADSL) and/or the Innis College Communications Officer immediately.