

## Innis Graphic Designer Job Description, Minimum Requirements

### *Minimum Requirements*

The Innis College Office of Student Life is now accepting applications for Innis Graphic Designer for the 2018-19 academic year.

In order to apply, students must meet the following minimum requirements for application. Applicants must be:

- An Innis student and/or Innis resident (going into second year and above). This includes all Innis commuter students in the Faculty of Arts & Science and all Innis residents in Arts & Science, the Faculty of Applied Science and Engineering or Faculty of Architecture.
- Returning as a full-time student in 2018 - 2019
- In good academic and financial standing as of May 31, 2018 (e.g. not on academic probation or in financial arrears)

Please note that the above are only the minimum requirements for applications are evaluated on a qualitative basis according to a large number of factors, particularly the applicant's contributions to the Residence, College or University community in the past year. **These positions are open to both commuter students and residents.** This position may be posted as a Work-Study position requiring a supplementary application.

Incomplete and late applications will not be considered.

For more information on Student Life programming at Innis please visit [www.innislife.utoronto.ca](http://www.innislife.utoronto.ca) or email [studentlife.innis@utoronto.ca](mailto:studentlife.innis@utoronto.ca)

### *Role 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 and the Communications Officer, the main responsibilities for this position are to:**

- Collaborate with the Communications Assistant in the graphic design, formatting, and email distribution of a bi-weekly Student Life eNewsletter
- Design print and digital communications materials, which promote Student Life-related

- programs and events (e.g., posters, banners, booklets)
- Collaborate with the Photo-Videographer to maintain a database of photos and articles for archival purposes
  - Develop and edit additional graphic design projects, as required

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 (Photoshop, Illustrator, InDesign)
- Sufficient knowledge of social media channels (e.g., Facebook, Instagram)
- Knowledge of website design, using Wordpress, and video-editing software (preferred)
- 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

They will be paid an hourly rate for hours worked to a maximum of 10 hours per week. 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.