

Job Posting: Graphic Design Assistant

SPECIFICATIONS:

Seeking one assistant for 12-15 hours per week, \$11.00 per hour.

The Ryerson Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Transgender people and women.

EMPLOYMENT CONTRACT:

Position to begin as soon as possible through to March 30, 2012.

POSITION OVERVIEW:

The Ryerson Students' Union (RSU) is currently seeking candidates for on a part-time contract to assist with graphic design and graphic support for the Students' Union. This position will provide a learning opportunity to enhance career-related graphics skills in a fast-paced work environment. It also provides the opportunity to develop customer service skills and improve marketing and design technique in a diverse urban workplace.

The position is with the Ryerson Students' Union; directly supervised by the Graphics Coordinator and works with the Executive Director of Communications and Outreach.

POSITION OUTLINE

- Assists the Graphics Coordinator with the production of graphics material for the Ryerson Students' Union.
- Works collaboratively with the Graphics Coordinator and Designer to assist areas related to graphic design and its image library
- Required to create a photo image library and scan or burn images into the library on a regular basis and to archive photos taken according to standards and naming conventions established by the Students' Union
- Develop an RSU photo catalogue to ensure historical accuracy and documentation of all images, posters and swag of the RSU and to assist with archiving promo materials
- Assists with graphic & design needs and graphic design for the RSU's campaigns, events and its services
- Assists in the development of media cataloguing and protocols
- Assists in the selection of photos for mounting, display, photo albums and integration into RSU materials
- Works to provide and assist with visual images of the website as required
- Performs administrative support such as sorting, filing, data entry and processing paperwork where required
- Helps support the overall delivery of services of the Ryerson Students' Union
- As required to attend RSU events and document using different media forms, that may include a digital camera, video camera and other means as established

Successful candidates will possess:

- Excellent organizational and time management skills and the ability to work within deadlines. The ability to multi-task and accomplish many goals simultaneously, while under pressure is key.

- Experience working in an office environment – knowledgeable on the systems and resources necessary to allow for the efficient operation of the office
- Writing and editing skills
- The ability to be self motivated and work independently
- Knowledge of web design, graphics and html is a valuable asset
- An understanding of the dynamics and diversity of an urban university
- Candidates must be returning to school full-time in the Fall of 2011
- Must be currently enrolled in post-secondary institution
- Experience working within a students' union and familiarity with the Canadian students' movement

Technical or Software Knowledge Required:

- Demonstrated knowledge and experience with computer and design software including, Illustrator CS4, InDesign CS4, Photoshop CS4, Adobe Acrobat, CS4 and MS Office
- Proficient on PC and Mac platforms
- Wide format file creation
- Quite Imposing Plus Plugin

Interested candidates should submit a resume and cover letter

PRIOR TO FRIDAY, OCTOBER 28 @ NOON to:

Graphics Assistant Hiring Committee

c/o Jenn Kuo, Graphics Coordinator

Ryerson Students' Union Email: jobs@rsuonline.ca

55 Gould Street, SCC 311 Fax: 416-979-5260

Toronto, Ontario M5B 1E9

No phone calls please.

(IF SENDING A "SOFT-COPY" OF YOUR RESUME AND COVER LETTER VIA EMAIL, PLEASE ENSURE IT IS IN MICROSOFT WORD OR ADOBE ACROBAT FORMAT.)

Who are we?

The Ryerson Students' Union (RSU) represents over 27,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. The Students' Union hosts dozens of events each year ranging from social gatherings, education seminars, music concerts, awareness campaigns and mobilisations. For more information on the RSU, please check out our website at rsuonline.ca

The Ryerson Students' Union is an independently incorporated students' union working within the Ryerson community. **This is NOT a position with Ryerson University**