



Job Description

PT Assistant Graphic Designer

Reports To: Manager, Marketing

Mission: *To create an environment that inspires a passion for student success.*

Desired Results of the Position:

- Assist the graphic design team in developing high-quality, leading-edge promotional materials.
- An organization that promotes all the Algonquin Students' Association facilities, services and events across three campuses.

Nature and Scope

Reporting to the Manager, Marketing and supervised by the Creative Director, the incumbent is a team player who will assist in developing promotional materials from the stages of design to production. They enjoy seeing projects through, from initial ideas to production, with a positive attitude. The PT Graphic Designer is responsible for designing promotional material that elevates all Algonquin College students' awareness, interests and participation in all aspects of campus life. The desired results above will occur due to the effective coordination and direction of the Manager, Marketing and the Creative Director.

Job Duties

- Produce brand materials in various mediums, including, but not limited to, the web, printed collateral, email marketing, digital signage, and social media.
- Updates and design elements of the Students' Association website
- Design relevant headers and social squares for social media platforms
- Create newspaper Students' Association advertisements for the Algonquin Times and outside publications when necessary
- Make changes to content based on feedback from others
- Stay current with design trends
- Create custom digital versions of promotional materials to be displayed on television monitors located on all three campuses
- Ensure proper use of corporate logos
- Exceptional attention to detail and quality
- Ensure that all Campuses have proper Students' Association signage and promotions
- Other duties as assigned.

Core Competencies

- Customer Focus
- Time Management
- Attention to Detail
- Creative and Innovative Thinking
- Accountability and Dependability

Desired Skills and Qualifications

- The ideal candidate would have a Diploma or a combination of education and related experience in Graphic Design or equivalent.
- Two years of direct work experience as a graphic designer.
- Strong communication skills, both written and verbal.
- Excellent organizational skills with the ability to multitask and handle multiple priorities.
- Proficient in using Adobe Illustrator, Quark Xpress, PageMaker, Acrobat, Photoshop, and Microsoft Office, WordPress.
- Photography and Video Production knowledge.
- A positive attitude and ability to work individually and in a team environment.
- Strong interpersonal skills required to communicate with a broad range of stakeholders and/or content owners
- Demonstrated ability to thrive in a multicultural post-secondary environment.

Compensation

- This position is paid \$25/hour.
- This position is a part-time position, 30 hours a week.

Application Procedure:

Submit a cover letter, resume and three professional references in one PDF to:

Summar Bourada

Manager, Marketing

bourads@algonquincollege.com