Job Title: Graphics Designer

Department: Graduate Student Association – University of Waterloo

Reports To: Vice President of Communications

Jobs Reporting: N/A

Salary Grade: $26 (5 hours per week)

Vacation Entitlement: 4% vacation pay included as part of the regular pay

Effective Date: August 28, 2023

End Date: August 31, 2024 (renewable with satisfactory performance)

Primary Purpose
The Graphics Designer will be responsible for conceptualizing, designing, and producing various graphic materials to engage and inform the graduate student community. They will work closely with our other team members to develop high-quality visual designs and graphics for a variety of mediums, including digital and print.

Key Responsibilities

- Design visually captivating designs, including posters, social media graphics, and other promotional materials
- Ensure consistency in branding and visual identity across all materials, maintaining a cohesive and professional image by adhering to brand guidelines.
- Communicate and collaborate with other members of the student body to create design elements for events and initiatives, adhering to deadlines and delivering high-quality designs within specified timeline.
- Work closely with the executive team and other members to understand the objectives, themes, and target audience for each project.
- Manage and maintain design files, including source files and final design assets

Required Qualifications

- Full- or part-time graduate student at the University of Waterloo
- Proficient in creative software of choice.
- Portfolio showcasing a range of design work, demonstrating proficiency in various design styles and techniques.
- Excellent communication and collaboration skills to work with a team
- Knowledge of social media platforms and their design requirements is a plus
DIVERSITY AND EQUITY:

The GSA is involved in significant conversations and decisions directly related to student life at UW, and this dialogue is strengthened when the GSA staff team is composed of students with diverse backgrounds, identities, challenges, and experiences. The GSA welcomes and encourages applications from qualified individuals who are Black persons, Indigenous persons, and persons of colour, persons with disabilities and/or accessibility needs, all religions and ethnicities, and all gender identities, gender expressions and sexual orientations.