



University Of Toronto Mississauga
Students' Union

3359 Mississauga Road Mississauga, Ontario L5L 1G6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

EMPLOYMENT OPPORTUNITY

Position: Graphic Designer 2017 **Date Posted:** September 25,2017
Type: Hourly **Expiry Date:** October 9th, 2017 11:59pm.
Location: Mississauga
Duration: Sunday, April 30th 2018.

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. The UTM Students' Union is membership driven and cannot survive without vital student input and involvement. Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

The Graphic designer will be working with the UTMSU President and the executive committee to design promotional materials and graphics for the UTM Students' Union.

Responsibilities:

- Must complete minimum of **three (3) office hours a week.**
- Attend mandatory weekly meetings with the President, the associates, and other coordinators under the supervision of the President.
- Responsible for designing flyers, posters, shirts, and other promotional material to assist UTMSU with outreach, events, campaigns and more.
- Is responsible for reporting all accomplishments and hours of work to the VP Internal & Service, the President and the Executive Director on a bi-weekly basis, with all projects and work assigned.

**** Must present a portfolio of works with application and at the interview if selected****

Qualities/Skills Required:

- Highly organized.
- Experience with web-design and content management platforms.
- Self-motivated and Dedicated.
- Effective communicator.
- Punctual.
- Adhere to confidentiality.
- Ability to work with a team.
- Familiar with Graphic Design, Web/App design.
- Highly creative, and demonstrated ability to design eye catching graphics around a theme.
- Highly organized.

- Organization and attention to detailed information are necessary skills.

Compensation:

Remuneration is \$14/hour.

Contact / Application Information:

For more information on the position of Graphic Designer, please contact UTMSU at jobs@utmsu.ca and cc: president@utmsu.ca . Please use the subject “**Application: Graphic Designer**”.

How to Apply:

Please send your cover letter & resume by September 29th, 2017 at 11:59pm to the attention of Yujia (Vikko) Qu: jobs@utmsu.ca and CC: president@utmsu.ca .

Interview:

Only selected candidates will be contacted for an interview.

Hours and compensation:

- Contract start date: Monday, October 2nd, 2017.
- Contract end date: April 30th, 2018 – possible extension pending performance review.

- Your Students' Union

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Local 109 - Canadian Federation of Students

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www.facebook.com/UTMSU or follow us on Twitter @myUTMSU