The Carleton University Students Association is an incorporated, not-for-profit, student-run organization dedicated to enriching the undergraduate student experience through events, advocacy efforts, and services.

POSITION DESCRIPTION

Position Title: Graphic & Multimedia Designer
Reports to: Director of Communications & Strategic Initiatives
Department: Communications
Date Revised: January 13, 2022
Salary: $45,000
Union: CUPE 3011
Hours: 35 hrs/week

OBJECTIVE OF THE POSITION

The Graphic & Multimedia Designer executes all print and digital design for the Association through graphic design and other multimedia avenues.

CORE COMPETENCIES

- Creative and innovative thinking
- Excellent written and oral communication skills
- Strong project management and organizational skills
- Strong attention to detail
- Ability to meet hard deadlines
- Agility to changes in projects and schedules
- Creative and innovative thinking
- Decision making
- Time management
- Independence and teamwork skills
- Accountability
DUTIES & RESPONSIBILITIES

● Be responsible to the Director of Communications and Strategic Initiatives and the Communications Coordinator.
● Create print and digital graphics for all areas of the Association including but not limited to events & programming, advocacy campaigns, Service Centres, CUSA Clubs, and CUSA businesses.
● Support in copywriting and copyediting.
● Meet with full-time and part-time student staff to discuss their communications requests, interpret their needs, develop concepts to suit their purpose and meet project deadlines.
● Work in conjunction with the Communications Coordinator and other staff in the CUSA Communications Office including the Events & Programming Coordinator and Director of Communications & Strategic Initiatives.
● Use Adobe Creative Cloud Suite software (Photoshop, Illustrator, InDesign, Lightroom and Premiere Pro) in all graphics production.
● Research digital and social media trends and technologies to implement into the SA’s digital marketing strategies.
● Assist the Communications office to elevate the Association’s brand by taking on new multimedia projects such as video, blog posts, etc.
● Perform other duties as required incommensurate with the position in consultation with the Director of Communications and Strategic Initiatives.

QUALIFICATIONS / EXPERIENCE

● A Post-Secondary Diploma or a Degree in Graphic or Multimedia Design or a minimum of 2 years related work experience
● Flexible with the ability to work in a fast-paced, deadline-driven environment
● Ability to work independently
● Excellent organizational skills
● Excellent attention to detail
● Excellent communication and interpersonal skills
● Proficient in the use of Adobe Creative Suite including Illustrator, InDesign, Photoshop, and After Effects
● Proficient in the use of computers, with practical experience in the use of current software applications i.e. Excel, Google Suite
● Strong copywriting and copyediting abilities
● Established knowledge of Google Suite
● Experience in editing/producing video content or motion graphics is considered an asset
● Experience in project management tool Monday.com is considered an asset
CUSA values employment and educational equality and welcomes applicants from diverse groups including (but not limited to): women; aboriginal people; people of colour; people with disabilities; international students; and gay, lesbian, bisexual, transgendered people.

Accommodations can be provided at all stages of the hiring process; we ask applicants to make their needs known in advance.

**COVID-19 Considerations**
Carleton University requires mandatory vaccination for all individuals involved in any in-person Carleton activities both on- and off-campus. Additionally, all staff must adhere to Carleton’s mandatory mask policy. All information regarding Carleton’s policies and protocols can be found [here](#).

**HOW TO APPLY**

Please send a resume, cover letter and a digital portfolio with 5-10 design pieces to Christine Falardeau at [jobs@cusaonline.ca](mailto:jobs@cusaonline.ca). The deadline to apply is March 3rd, 2022.