

## Graphic Designer

### DUTIES

- Be responsible to the Director of Communications and Strategic Initiatives, Communications Coordinator and the CUSA President.
- Create print and web graphics for all areas of the Association regarding programming, campaigns, Service Centres, Clubs & Societies office, and CUSA business'.
- Support in copywriting and editing.
- Meeting with CUSA staff and students to discuss their communications requests, interpreting their needs, developing a concept to suit their purpose and meeting project deadlines.
- Fulfilling print requests for the Clubs & Societies printing service.
- Work in conjunction with the Communications Coordinator and other staff in the CUSA Communications Office.
- Use Adobe Creative Cloud Suite software (Photoshop, Illustrator, InDesign, Lightroom and Premier Pro) in all graphics production.

### REQUIREMENTS

- Membership in the Carleton University Students' Association (taking at minimum .5 credit per semester).
- Proficient in Photoshop, Illustrator & InDesign.
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Excellent interpersonal and communication skills.
- Ability to understand the CUSA brand and research current design trends to apply to all graphics production.
- Ability to work both with staff members and when unsupervised.

**Please Note: Applicants MUST opt-in to the "Student Life and Success Programs" AND "Student Opportunities and Space" fees at registration to apply for this position.**

### TERM & RATE

January 2020 - April 30th, 2020 (opportunity for contract extension) | \$15.48/hr at 20 hours per week  
(Potential for 40 hours per week during summer semester months)

### HOW TO APPLY

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write up, slideshow, audio recording, or any other format you'd prefer). **All applicants must also submit a resume, class schedule, and a digital portfolio of work (5-10 pieces).**

SUBMIT YOUR  
*application*  
VIA EMAIL TO

**Christine Falardeau** | [creative@cusaonline.ca](mailto:creative@cusaonline.ca)  
Director of Communications and Strategic Initiatives  
Carleton University Students' Association  
401 University Centre Building, 1125 Colonel By Drive  
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

*deadline*  
**November 29,  
2019**

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA's accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.