Communications Assistant, Graphic Design

UTM Wellness Ambassadors

(Work-Study)

Number of vacancies: 1

Program Overview:
Peer health education serves as an integral component of the student outreach efforts of the UTM Health & Counselling Centre. The UTM Wellness Ambassadors Program provides students with information, tools, and resources to empower them to make healthy choices in support of their personal and academic goals; and supports the development of healthy systems and structures that encourage and foster student health and well-being on campus. Over 100 Work-Study and Volunteer students participate in one of four teams: Physical Health; Mental Health & Safety; Leave the Pack Behind (Tobacco Cessation); and Outreach & Special Events.

Role Overview:
Under the direction of the Health Education Coordinator, the Communications Assistant, Graphic Design (Work-Study) will lead the development and creation of communication and promotional materials for the UTM Wellness Ambassadors Program.

Key Responsibilities:
- Developing, synthesizing, and producing communication and promotional materials (posters, flyers, brochures, cards, etc.) for peer health education events and initiatives on campus;
- Employing graphic design tools and software such as Adobe suite (Photoshop, Illustrator, InDesign) to produce high-quality, student-facing program communications;
- Maintaining the integrity and consistency of the UTM Wellness Ambassador brand across all communication materials and channels;
- Assisting in the development and planning of the year-long communications strategy for the UTM Wellness Ambassadors Program;
- Working closely with campus stakeholders, including student groups, clubs, staff, and faculty, to inform program communications, gather resources, and identify needs and opportunities for health education programming;
- Maintaining up-to-date knowledge of available supports on campus and in the community;
- Providing ongoing feedback and updates to supervisor during weekly meetings;
• Representing the Health & Counselling Centre and the University of Toronto Mississauga, in a respectful, professional and inclusive manner; and
• Performing additional relevant duties and tasks as designated by the Health Education Coordinator.

Co-curricular Record Competencies developed:
• Health Promotion
• Project management
• Leadership
• Teamwork
• Communication
• Professionalism

Commitment & Remuneration:
• Compensation: active minimum wage hourly rate
• Approximately 9-12 hours per week (August 2017 – February 2018)
• Additional hours worked will be recognized as a volunteer commitment on the U of T Co-Curricular Record
• Incumbents MUST be available for mandatory training to take place during three (3) full days in the week of August 21, 2017.

Job Requirements:
• Must be a University of Toronto Mississauga student enrolled during the 2017/18 academic year and be in good academic standing
• Qualify for the Work-Study Program (pending approval)
• Interest in promoting student health and wellbeing
• Strong/advanced knowledge of graphic design tools and software including Adobe suite (Photoshop, Illustrator, InDesign)
• Knowledge of Microsoft Office suite (Word, Excel, PowerPoint, Publisher)
• Experience with communications strategy development (e.g., branding, marketing, messaging, design)
• Experience with social media platforms (Facebook, Twitter, Snapchat)
• Knowledge of campus and resources
• Excellent oral and written communication skills
• Strong time management and organizational skills
• Appreciation of diversity issues and respect for individual choices
Method of Application:

Please include the following materials in your application package:

- Resume
- Cover letter
- Two (2) samples of past graphic design work

Please submit your application package addressed to Mr. Ravi Gabble via the Career Learning Network (CLN) website by July 10, 2017 11:59PM. Alternatively, you may email your application to ravinder.gabble@utoronto.ca with the subject line: Communications Assistant, Graphic Design.

Contact Information:

Ravi Gabble, MPH | Health Education Coordinator
Health & Counselling Centre | University of Toronto Mississauga
3359 Mississauga Road | Mississauga, ON | L5L 1C6
t: (905) 828-3851 | e: ravinder.gabble@utoronto.ca