The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

**Deadline:** August 23rd, 2023  
**Number of Positions:** Up to 4  
**Rate of Pay:** Starting at $15.90  
**Position Start Date:** August 29, 2023  
**Position End Date:** March 31, 2024  
**Number of Hours per Week:** 8-15 hours per week  
**Classification:** Work-Study

**Summary:** Reporting to Communications Specialist the incumbent is responsible for:  
- Creating graphic imagery including but not limited to promotional graphics, videos and other digital materials that reflect and abide by the department branding package.  
- Creating and designing imagery and video promotion using various platforms and tools such as Canva, Adobe Photoshop, InDesign, Illustrator etc.  
- Producing informative and engaging student oriented short form videos (Reels/TikTok)  
- Illustrating graphics appropriately for web and social media platforms such as Instagram, Twitter, TikTok etc.  
- Editing creative marketing and narrative video content through the entire post-production process  
- Assisting with development and implementation of creative digital communications strategies including, but not limited to, social media and digital publications  
- Assisting the team as needed with projects and tasks relating to the field of work i.e., advertising, program sales and photographic coverage.  
- Performing special projects as assigned

**Qualifications:**  
- Must meet the work study eligibility requirements for the Fall-Winter 2023-2024 term.  
- Tech background and computer skills is required.  
- Knowledge of printing and graphic design.  
- Flexible schedule with the ability to work varied hours.  
- Skill in verbal and written communications.  
- Requires great attention to detail and creative problem-solving skills.  
- Familiarity with department programs and services is preferred (not required).  
- Sufficient knowledge in Adobe, Canva, and Microsoft office is preferred.

**Method of Application:**  
**Deadline to Apply:** August 23rd, 2023  
Please send your resume, cover letter, and portfolio/sample via CLNx.  
**Job ID:** 224164

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted

**Contact Information:**  
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