# Graphic Design Assistant

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.

<table>
<thead>
<tr>
<th><strong>Deadline:</strong></th>
<th>May 1st 2022</th>
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<tbody>
<tr>
<td><strong>Number of Positions:</strong></td>
<td>1</td>
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<tr>
<td><strong>Rate of Pay:</strong></td>
<td>$16.00 per hour</td>
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<tr>
<td><strong>Position Start Date:</strong></td>
<td>May 16th 2022</td>
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<td><strong>Position End Date:</strong></td>
<td>August 15th 2022</td>
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<td><strong>Number of Hours per Week:</strong></td>
<td>Up to 15 hours per week. Must be willing to work varying evening and weekends, based on event scheduled</td>
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<td><strong>Classification:</strong></td>
<td>Work Study</td>
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**Summary:** Reporting to the Sports Inclusion and Communication Coordinator and supervised by the Supervisor, Sport Programs, 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 Adobe Photoshop, InDesign, Illustrator etc.
- Providing graphic design and digital marketing support for UTM Sports events
- Illustrating graphics appropriately for web and social media platforms such as Instagram, Twitter, Website, etc.
- Editing creative marketing and narrative video content through the entire post-production process
- Performing special projects as assigned

**Qualifications:**

- Must meet the work study program eligibility requirements for the Summer 2022 year
- Flexible schedule with the ability to work varied hours
- Excellent time management and organizational skills
- Accuracy and attention to detail
- Proficiency with required desktop publishing tools such as Adobe Photoshop, Canva, InDesign, etc.
- Excels in a team setting, yet comfortable working independently on task when required.
- Background of sports photography/videography is preferred
- Access to a camera is preferred

**Method of Application:**

**Deadline to Apply:** May 1st 2022
Please send your resume, cover letter, and three references to sonia.rocha@utoronto.ca
We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted

**Contact Information:**

Sonia Carreiro  
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