

## UFVSUS

*The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving our UFV student members. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, student advocacy, financial aid, events, in addition to clubs and associations support. As the official representative body of UFV students our mission is to create a strong, unified student voice, provide innovative and valuable services and developmental opportunities to our members by advocating on behalf of and collaborating with the Student Body, UFV and the wider community.*

# Information & Graphics Coordinator

**Work Hours:** Part-time 15-30/week

**Reporting to:** Services & Marketing Director

## POSITION DESCRIPTION

We are seeking a creative & enthusiastic student to experience working with the SUS team on graphic design and communications. This position will assist in the development of creative executions for print/ marketing collateral, social media and other visual systems. The applicant shall report to the Services & Marketing Director.

Candidates must be currently enrolled in a program at the University of the Fraser Valley.

## FOCUS AND RESPONSIBILITIES

- Produce and edit various graphic materials including presentations, social media postings, posters, proposals, etc.
- Planning and execution of social media campaigns
- Gather information and materials necessary for the development of Information and Graphics projects
- Assist in the development of print and web creative materials.
- Provide production support on small, medium and large-scale projects.
- Maintain and adhere to compliance design standards and creative templates.
- Review the accuracy and quality of creative deliverables.
- Provide support to the Services & Marketing Director.
- Utilize strong design skills from concept through to completion
- Ensures that graphic items are transmitted on time and in the correct format

## OTHER DUTIES

- Speak with others using clear and professional language. Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other team members.
- Ensure adherence to quality expectations and standards.

- Perform other reasonable job duties as requested by Services and Marketing Director.
- Research new graphic design software/applications, and social media marketing techniques and tactics.

#### **SOFTWARE SKILLS REQUIRED**

- Basic Adobe Experience - Photoshop, Illustrator, InDesign.
- Experience with Facebook, Twitter, Instagram, Gmail Calendar, Email Posts.

#### **GENERAL REQUIREMENTS**

- Must be currently enrolled in a program at UFV.
- Comfortable working independently and collaboratively
- Energetic and creative.
- Detail oriented with a strong focus on attention to detail.
- Is adaptable and flexible.
- Highly developed communication skills.
- Capable of researching and implementing creative graphic solutions.
- Organized, detail oriented, and good time management skills.
- Knowledge of layout, design and typography.
- Strong copywriting, spelling and grammar skills.
- Must be reliable and responsible.
- Able to manage deadlines and plan tasks well in advance.
- Must work with and treat all people respectfully and equally.
- Demonstrates an eagerness to learn new skills.

#### **ASSET BUT NOT REQUIRED**

- Photography and/or video production skills
- Marketing experience or coursework
- HTML knowledge
- MS Office - Excel, Word, PowerPoint.

#### **WAGE**

- \$13-15/hr. according to experience.

Work Schedule: Flexible from 20 to 30h/week

**APPLICATION PROCEDURE**

Please send a cover letter and resume to [hr@ufvsus.ca](mailto:hr@ufvsus.ca) or via the UFV Career Link posting. Please attach screen shots or a link to portfolio sample. Please write Info & Graphics Candidate in the email subject.

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.

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