



Student Association of George Brown College

Job Title:	Graphic Designer/Illustrator	Job Category:	Part-time, Support Staff
Department/Program:	Operations, Student Media	Reports to:	Publications & Communications Coordinator
Location:	Campuses: Casa Loma(main) remote work where applicable	Will Train:	Yes
Rate of Pay:	\$16.55/hr (up to 20 hours per week)	Start & End Date:	July. 2024-April. 30 2025
Number of Vacancies:	Positions available (2)	Posting Expires:	June 9, 2024 11:59PM *or until position is filled

How to Apply:

Submit **cover letter AND résumé to:** [hiring@sagbc.ca](mailto: hiring@sagbc.ca)

Subject Line: <your name>: Student Media Graphic Application

**** Please attach your Cover Letter and Resume in a PDF version AND portfolio of previous design work.**

About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, Events and Recreation, Cubs, Academic Support, SA Connect, Dialog, Social Media and Legal Services

Job Overview:

Student Media has the power to help students make sense of the world and access what they need to know. The importance of staying connected through stories, media, and news is all the more important to students navigating their post-secondary experience. As News Editor you aim for the highest quality and help guide other student staff to those achieve those standards. As a *Graphic Designer/Illustrator* you add value by helping tell the story visually. You help make the story accessible. You bring attention to the issues with visual clarity, impact, and creative flair.

As *Graphic Designer/Illustrator*, you contribute to the art and design elements in print and online. You maintain visual representation standards consistent and aligned to brand or message. You help with format and layout. Overall, you'll work with a team of student creatives and journalists, and be part of a long-standing, award-winning student newspaper, *the Dialog*.

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GENERAL RESPONSIBILITIES (as directed):

- Create illustrations (i.e. art, comics, photos, infographics, etc.) and take photographs for online and print publication as assigned.
- Help with layout of online and print publications; including the student newspaper.
- Contribute input to all photos and graphical elements.
- Produce or edit visuals for accurate and error-free content - following Canadian Press standards.
- Maintain department design standards, and compliance with copyright or related policies and guidelines.
- Assist with web design and graphics as directed.
- Assist with graphics/illustrations to other SA publications (e.g. reports, posters, promotional materials) as assigned.
- Collaborate with other SA departments to ensure organization events run smoothly and effectively.
- Work cohesively with other SA student media and program staff.
- Contribute to positive working relationships with Student Association staff, GBC college, and community.
- Actively participate in trainings and learning opportunities (internal and external).
- Attend SA events and programming for content as needed.
- Other duties as assigned.

YOU HAVE:

- Interest in visual journalism and media.
- Portfolio of past work as a designer/photographer.
- Effective communication skills.
- Proven ability to work in advance and to strict deadlines, without compromise to standards.
- Professional ability to welcome and accept feedback with learner's mindset.
- Keen ability to accept projects as assigned; willingness to ask questions.
- Proficiency in internet research and computers skills, including Microsoft Office Suite, Microsoft Teams, OneDrive, Zoom, Google suite, social media, phones, and email.
- Advanced computer design/layout skills, including Adobe Creative Suite (InDesign, Photoshop, and Illustrator).
- Ability to work independently with minimal supervision, but team oriented.
- Value equity, diversity, and inclusion.
- An understanding of the Student Association and the importance of the student movement.

YOU MIGHT ALSO HAVE:

- Fine art or illustration skills.
- Digital illustration, creation of comics, and/or animation skills.
- Photography or videography skills.
- Website and mobile application design experience.
- Experience writing and/or editing for newspapers, newsletters, blogs, podcasts, or other media/ publishing.
- Understanding of equity in relation to media representation



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REQUIRED:

- Full-time GBC students enrolled 2024-2025 prioritized, or GBC part-time and/or recent grads/alumni
- Availability
Job offer/continued employment contingent on availability; Must be available to work minimum 3 hour shifts Typical shifts occur Monday-Friday 9am-5pm
- HOW TO APPLY: Must submit cover letter, résumé, AND **portfolio of previous design work.**

*Student Association Vision:
Students are empowered to influence a just world.*

*Mission Statement:
We are committed to supporting each other and the students of George Brown College in the struggle for students' rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

*Commitment to Equity:
The SA is committed to employment equity and encourages applications from historically underrepresented groups to apply.*