



CESAX

Continuing Education Students'
Association of X University —

Local 105 of the Canadian Federation of Students

JOB POSTING: Graphic Design Assistant

Thursday, September 23, 2021

The Continuing Education Students' Association at X University (CESAX) is currently seeking a X University (formally Ryerson University*) student for a short-term contract, starting as soon as possible until April 8, 2022, with the possibility of extension through the summer. Salary for this position is \$16.00 an hour, with 10-12 hours a week.

The Graphic Design Assistant will work to engage CESAX members in the events, services, campaigns and membership structure of CESAX through creative digital design to be used on a variety of platforms. The Assistant will work with the Communications & Campaigns Coordinator to develop graphics, illustrations, digital media and other forms of communication material for print, social media, email communication and the CESAX website.

At all times the selected individual is required to act in a manner that seeks to defend the principles of an autonomous students' union, equity and ensure work performance is professional, efficient and student-focused.

CESAX is committed to employment equity and encourages applications from a returning X University student that is representative of our diverse community, including: women, Indigenous students, racialized students, Black students, students with a disability and students who are lesbian, gay, bisexual, queer, trans and/or Two-Spirit.

Please note this job is supported by the X University Career Boost Program. Applicants should apply for the Career Boost program immediately after submitting this application. Eligibility is limited to domestic undergraduate students eligible for Career Boost. Learn more at:

<https://www.ryerson.ca/student-financial-assistance/student-employment/undergrad-careers/#eligibility>

*To learn more about why CESAX refers to Ryerson University as X University, please visit www.mycesar.ca/xuniversity



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Type of Work: Short-term contract

Rate of Pay: \$16.00

Hours: 10-12 hours per week

Start Date: As soon as possible

End Date: April 8, 2022 (with possibility of extension for summer)

Reports to: Communications & Campaigns Coordinator

Main duties:

1. Design creative, inclusive and accessible materials for CESAX's programming, outreach and events;
2. Communicate with students, elected members and staff about material concepts and portray the desired message and design;
3. Make recommendations on colours artwork, photography, style and type of visual elements for design work;
4. Take existing ideas and concepts and modify them to develop new and creative ideas;
5. Create marketing and promotion campaigns and strategies that represent CESAX to diverse audiences, through various kinds of media;
6. Use Adobe Creative Suite and Microsoft Suite to build and finalize projects;
7. Use other digital media tools to create videos, social media content and shareables;
8. From time to time may assist with administrative and front desk duties to support the office and provide front line service to our membership;
9. As time permits, assists with CESAX outreach and program activities in coordination with the CESAX Executive and the Board of Directors;
10. As time permits, assists with other duties as assigned.

Please note that this position is currently a work-from-home position with the possibility of some in-person outreach activities depending on safety capacity and provincial guidelines.

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Successful candidates will possess:

- Required to use Adobe Creative Cloud programs including, but not limited to, Illustrator, InDesign and Photoshop;
- Experience working within a students' union and familiarity with the Canadian students' movement;
- Knowledge of anti-oppression issues and equity principles is required;
- Familiarity with CESAX and its operations, and knowledge of current on-campus issues is an asset;
- The ability to be self-motivated and work independently;
- Required to use Microsoft systems and programs;
- Excellent organizational and time management skills and the ability to work within deadlines;
- The ability to multi-task and accomplish many goals simultaneously, while under pressure;
- Must be eligible for Career Boost.

Application Details:

Interested candidates should submit a resume and cover letter to jobs@mycesax.ca by **Friday, October 1, 2021.**

Only PDF or Word files are accepted. No phone calls.

CESAX is an independently incorporated students' union working within the X University community. This is NOT a X University staff position.

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