U of A Faculty of Engineering DiscoverE Engineering & Science Camps

Job Title: Graphic Designer

Term: Temporary Full-Time paid position
Job Start Date: May 4th, 2020
Job End Date: August 24th, 2020
Job Location: 2-215 Donadeo Innovation Centre for Engineering
Hours: 35hrs/week
Hourly Rate of Pay: $16.12 per hour (plus additional 9% or 10.5% depending on employee type)

Application Deadline: Monday, February 17th at 11:59pm

We need two things to complete your application:

1. Portfolio
2. Resume

Please submit your resume and portfolio to:

Sarah Toderian
Acting Outreach Coordinator of DiscoverE
2-215 Donadeo Innovation Centre for Engineering, 9211 – 116 St NW
Edmonton, AB T6G 1H9
Email: decd@ualberta.ca
Phone: 780-248-1859

Job Description

DiscoverE is a not-for-profit, student-delivered initiative of the Faculty of Engineering, at the University of Alberta, in Edmonton Alberta. We deliver high-impact classroom workshops, unique clubs and events and engaging summer camps to more than 26,000 youth every year, and our programs reach over 70 communities across northern Alberta, British Columbia, Saskatchewan and the Northwest Territories. The Graphic Designer works with the Photographer & Social Media Specialist and Team Coordinator - Marketing to create an overall branding for DiscoverE. They are responsible for the creation of all digital graphics needed including online advertisements, annual reports, posters and brochures.

Job Duties

- Communicate directly with the Director, Team Coordinator – Marketing and Photographer & Social Media Specialist to establish and review marketing initiatives and create a long-term marketing strategy

- Submit purchase requests to the Director
• Design and distribute program marketing materials and reports that reflect DiscoverE’s brand guidelines
• Design and maintain DiscoverE’s website
• Create informal material for the various program components (camps, clubs, special events and workshops)
• Create designs for various swag items
• Produce and edit short video clips with Photographer & Social Media Specialist
• Design digital graphics needed for DiscoverE’s social media accounts (Facebook, Twitter and Instagram)
• Communicate with various suppliers of printed material, promotional materials and custom printed material
• Communicate with customers and stakeholders
• Collect and analyze feedback from staff, parents, participants, teachers and other stakeholders

Job Qualifications

• Proficient with Adobe suite of design/layout programs
• Proficient with web/print design/layout
• Reliable and detail oriented with the ability to manage timelines independently
• Superior communication skills with particular emphasis on email correspondence and public speaking
• Positive role model and mentor
• Excellent conflict resolution and problem-solving skills
• Ability to work as part of a team
• Mature interpersonal conduct
• Willingness to learn new material
• Proficiency in working with eClass, Google Drive and other Google programs
• Enrolled fulltime in an undergraduate program for the current academic school year, preferably with some background in graphic design and/or fine arts
• Previous graphic design experience is an asset
• Experience designing and procuring branded promotional material is an asset
• Basic photography knowledge is an asset
• Experience working with children, youth, parents and/or schools is an asset
• Class 5 driver’s license (GDL removed or able to remove) and 19 years old or older is an asset
• Able to complete a Police Information Check (with vulnerable section)
• The ability to fluently speak French is an asset
• Previous experience with DiscoverE or a similar organization is an asset

Important Information for Applicants

• If successful, we require a Police Information Check (with vulnerable section)
• We thank all applicants for their interest in DiscoverE, however only successful candidates will be contacted for an interview

If you have any questions or concerns, please feel free to visit 2-215 DICE or email Sarah Toderian at decd@ualberta.ca