



# Graphic Designer

Print & Graphic Services

Ancillary Services

**Job Posting:** U18-005                      **Closing Date:** January 24, 2018  
**Position Type:** Part-time /Regular                      **Location:** Lansdowne Campus  
**Start Date:** February 26, 2018  
**Schedule:** Monday - Friday; 9:00am – 1:00 pm (20 hrs/week)  
**Salary:** Pay Grade 9; \$24.78 to \$26.49 per hour

**New**

- Note(s):**
- This is a repost of U17-183. Applicants to that posting need not reapply.
  - Please also submit an *electronic portfolio* to [careers@camosun.ca](mailto:careers@camosun.ca) stating your name, the competition number, U18-005, and Electronic Portfolio, in the subject line.

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

## GENERAL

Reporting to the Supervisor, Graphic Services and working closely with the Camosun marketing and communications team, the Graphic Designer designs print and electronic publications and creative materials for a variety of promotional and informational projects.

These products include, but are not limited to, viewbooks, advertisements, flyers, forms, infographics, cards, booklets, brochures, banners, posters, logos, brand and identity packages, business cards, garments, college calendars, maps, web & social media graphics, design templates, display and signage/wide-format collateral.

## TYPICAL DUTIES

### **Design Production**

- Conceptualizes, plans, and produces visual designs in print and electronic media to support various marketing and communication initiatives/projects, and other general information projects;
- Based on end goal, determines size, arrangement/layout, colour palette, style and tone of components of material and copy, including typeface, illustration and photo selection;
- Determines optimal production software choice for project and produces project files in relevant software
- Creates design concepts and sample layouts based on knowledge of layout/design principles and aesthetic design concepts; applies design “eye” and creative principles to projects; applies various colour-management theories and techniques as required
- Determines final presentation/output solutions and liaises with Print Services production staff on various specifications, pre/output requirements, schedule/deadlines and costs/quotes for clients as required.

- Researches, locates and purchases appropriate elements required using Internet or in-house cataloguing systems;
- Advises the Coordinator, Print Services of any special stock or project supplies to be ordered;
- Working with the Marketing and Communications team, supports the development and maintenance of the Camosun brand, print and electronic graphic standards and guidelines

### **Client Service**

- Reviews assigned project requisitions and contacts clients to discuss project, gather any necessary/missing details or special requirements, budgets, timelines and to provides costs/quotes
- Applies problem-solving strategies to arrive at best solutions/products to fit clients' needs;
- Researches, gathers and provides clients with a variety of related design/print options;
- Utilizing various communication methods, provides clients with a variety of proofing options; corrects and edits files according to client requests;
- Leads and/or participates in related client and department meetings
- Liaises with internal departments as necessary on final product installation, mail-out & delivery details, etc.
- Liaises with external service providers and/or end-users as applicable to project

### **Operations Support**

- Tracks and completes related file maintenance using department standards
- Maintains accurate scheduling, time-tracking, docket notes, project status and billing records using applicable software; completes accurate and timely billing processes
- Assists clients with requisition/form submissions, as well as best method of preparing and submitting project files;
- Maintains knowledge of upgrades/changes in software, hardware and related tools as they apply to graphics production;
- Uses, maintains and trouble-shoots problems with other related system software and hardware as required

### **General**

- As assigned by supervisor, provides an art direction role working with AV Services on scheduled photo-shoots;
- Sets up & maintains shared, editable publications, and demonstrate use to college staff as required;
- Proofs or assists in proofing external service provider output
- Imports XML file data into Graphics database system and prepares dockets/requisitions as needed

Performs other related duties similar in scope and complexity

### **QUALIFICATIONS**

Two-year post-secondary diploma in Graphic Design and five years recent experience in the graphics industry utilizing Adobe Creative Suite, particularly InDesign and Photoshop, in a fulltime capacity, for a variety of end-uses and output including single and full-colour offset press, full-colour electronic print reproduction, webpage production, email and multi-platform output or an equivalent combination of education and experience.

- Skills and ability in print and electronic design must be demonstrated through a current, high-quality portfolio;
- Demonstrated interpersonal, customer-service skills;
- Excellent English language skills;
- In-depth skills and experience with Microsoft Office suite, electronic-file transfer systems, scanners, and network storage;
- Demonstrated ability coordinating design projects and work in a team environment;
- Proven attention to detail and ability to multi-task within a fast-paced environment with tight deadlines and costs

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All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Apply online at [www.camosun.ca/careers](http://www.camosun.ca/careers). We would like to thank everyone in advance for applying as only those selected for an interview will be contacted.

***Camosun College is an Equal Opportunity Employer***