

Assistant Graphic Designer

About this role:

The Ted Rogers School of Management at Ryerson University is seeking an Assistant Graphic Designer to join its Marketing & Communications team. Applicants must have previous work experience within the field and exceptional attention to detail. The successful candidate will focus on designing and producing work in-line with Ryerson and TRSM brand guidelines. The successful candidate must have the ability to work within a team environment, be independent, motivated, enthusiastic and creative.

Responsibilities:

- design and produce artwork such as posters, graphs, charts, brochures, digital signage, computer wallpapers and report covers
- have web design experience
- have strong skills with InDesign, Photoshop, and Illustrator
- work creatively within a templated environment
- create and/or polish presentations for members of our faculty
- Photoshop images and export collateral for a web environment
- be proficient in finalizing projects, 4-color production for preflight and prepress
- have strong attention to detail in proofing and making accurate edits
- work well within tight deadlines and be self-motivated
- be a friendly, approachable designer with strong organizational and computer skills

Minimum requirements:

- 1–3 years of experience in graphic production, or design, in print and digital (can include internships)
- Strong portfolio with engaging designs and examples of finished art is required for consideration
- Demonstrate proficiencies in Microsoft Office and Adobe Creative Suite (Photoshop, Illustrator and InDesign) on PC and Mac platforms
- Ability to work independently and handle multiple priorities
- Excellent verbal and written communication skills
- Excellent time management skills.

Hours / Hourly Rate

- Max 24 hours per week for 4 months with the possibility of extension
- \$20–\$25 per hour based on the experience

Please send your resume and a link to your portfolio to Ping Song at psong@ryerson.ca