

CAREER DEVELOPMENT AND EMPLOYMENT CENTRE

2012-2013 Fall Winter Work Study Program

Employer Information

Contact Person First Name: Hamza	Contact Person Last Name: Khan
Department: OVPS, Student Community Life	Faculty: None
Fax No.:	Room No.: JOR-04
Extension: 2128	Email: hamza.khan@ryerson.ca

Job Information

Internship Job Title:	Web/Graphics Specialist
Maximum Hours per week (no overtime):	15.00
Number of Positions:	1
Hourly Rate of Pay:	\$10.50
Start Date:	Sep-10-2012
End Date:	Mar-22-2013

Position Characteristics:

Was this job created for the Work Study Program? Yes
Does this position provide the student with experiential learning opportunities? Yes
Is this position for assisting with class/curriculum preparation, marking teaching assistant responsibilities? No
Does this position replace or subsidize an existing position? No
Is this an Academic Research Assistant position? No

Job Responsibilities And Duties:

RESPONSIBILITIES

The Student Life Promotions Team will be a group of students that are passionate about being at Ryerson and want to make a significant contribution to the creation of a vibrant campus community. The focus of the team's work will be to raise the profile of events and activities taking place in the Ryerson community so all students have an opportunity to become connected and engaged.

DUTIES INCLUDE:

- Designing all hard and soft copy promotional material for the Student Life Promotions Team
 - Maintaining our Wordpress-based website
 - Design special event promotional material for the Department of Student Community Life
 - Assist the rest of the Student Life Promotions Team in getting the word out about their work
 - Ensure consistent branding across the mediums of use
 - Other duties as assigned
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Skills Required:

Fundamental:	Good oral communication Good written communication Group facilitation Problem solving and thinking Managing Information Research and use of numbers Knowledge of computer software Technical skills	Personal Management Skills:	Positive attitude and behaviours Task initiative Goal setting Time management Being responsible and accountable
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Teamwork Skills: Contribute to team goals
Respect differences
Work well with others
Participate in projects and tasks
Office administration skills

Technical/Software Knowledge:

- Must have extensive knowledge of the Adobe Creative Suite
 - Must be familiar with the Wordpress Content Management System and have skill in HTML/CSS/PHP
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Skill Development Opportunities:

- Apply graphic and web application knowledge and skills
 - Enhance organizing and analyzing information using technology and traditional means
 - Gain experience working as part of a team
 - Learn to prioritize and manage multiple tasks
 - Learn and develop software skills
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Student Application Materials Required:

Resume: Yes Cover Letter: No Portfolio: Yes Transcript: No
References: No
Language(s): No
Other: No

Method Of Student Application:

Email: Yes Fax: No Telephone: Yes In Person: No Mail: No

We appreciate your interest in this position, however, only the candidates selected for an interview will be contacted.

Approval

Manager/ Director/ Chair: Lesley D'Souza

Email: lesleyd@gwemail.ryerson.ca