

**JOB POSTING: BCIC24-02**

**JOB TITLE:** Graphic Design Assistant  
**STATUS:** Full-time (35 hours per week)  
**DATE:** May 2024 – September 2024  
**RATE:** \$18.00 per hour  
**DEPARTMENT:** Research & Innovation

**JOB DESCRIPTION:**

The Graphic Design Assistant will work on several projects assisting small and medium sized businesses to solve creative problems relating to marketing and promotions. The successful candidate will work individually and as part of a team to complete project deliverables. The Media Assistant will meet regularly with Research Leads, Research Program Manager(s), and Industry Partner(s).

The ideal candidate is currently enrolled in the Graphic Design or Broadcasting/Radio/Television/Film (Film Production)

**PROJECTS MAY INCLUDE:**

- Document Design
- Packaging Design
- Photography
- Social Media Content Creation
- Ad Development
- Brand Creation

**DUTIES AND RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):**

- Meets regularly and works directly with Research Program Manager, Research Leads and Industry Partner(s)
- Collects, organizes and maintains organized reports of tasks completed
- Works independently and as part of a team to meet project deliverables
- Prepares and disseminates findings in the form of reports, presentations, meetings and events
- Follows tasks outlined in the work plan
- Submits reports to Research Program Manager

**KEY COMPETENCIES:**

- Adobe Creative Suite
- High level of organization and time management skills and ability to co-ordinate multiple tasks
- Experience with Microsoft Office applications (Excel, PowerPoint, Word)
- Detail oriented with respect to quality and accuracy
- Strong communication skills, both oral and written
- Ability to establish priorities and work independently
- Strong interpersonal skills
- Takes initiative to complete tasks and asks questions when required
- Demonstrates creativity in developing new ideas
- Uncompromised commitment to confidentiality
- Experience with marketing and asset

**WORKING CONDITIONS:**

- This position is in person at the Welland campus.
- This is a full-time position for the Spring/Summer term, with possibility of extension as a part-time position in September 2024. This is dependent on funding.

Please email your resume, cover letter and class schedule to Niagara College's Research & Innovation division at [researchjobs@niagaracollege.ca](mailto:researchjobs@niagaracollege.ca) by Friday, April 19, 2024 at 12:00pm. Please use Graphic Design Assistant in the subject line.

We thank all applicants; however, only those qualifying for an interview will be contacted.