Invites applications for the following position(s):

**COMPETITION NUMBER: 778**

C.U.P.E. Local 3338 – Continuing Position

TECHNICIAN, GRADE 9

EXTERNAL RELATIONS – COMMUNICATIONS AND MARKETING

**POSITION NUMBER: 116245**

**POSITION OUTLINE:**
Creates and designs visual solutions for the Communications and Marketing (CM) portfolio and clients (e.g., forms, brochures, flyers, advertisements, websites, emails, and other digital assets) by using a variety of print/web design and development tools. Conceives of and executes original illustrations and photo-illustrations; applies SFU brand and visual identity guidelines to produce print and web communications; produces hard copy pre-final documents; maintains job specifications and work records; performs color corrections; orders paper, toner, and does basic photocopier, printer, colour printer and fax machine maintenance; keeps current with print, web and social marketing technologies, print and web design tools and trends, design software, recommends new applications; and provides assistance to clients on how to use new web-based applications and technologies. Assists with ad trafficking and media submissions by maintaining an updated spreadsheet of submissions and checking that content being submitted meets specifications.

**QUALIFICATIONS:**
- **High School graduation and two years post-secondary education or formal certificate/diploma program equivalent in desktop publishing, graphic design, and web publishing (including scripting and web programming).**
- **3 years of related experience.**
- Excellent knowledge of script writing and coding languages (e.g., PHP, Javascript, HTML, CSS).
- Excellent knowledge of Macintosh operating system and familiarity with Windows operating systems.
- Excellent knowledge of design principles and typography.
- Good knowledge of PHP-based content management systems and open-source web application framework (e.g., Drupal and CQ5).
- Good knowledge of data compiling and transfer techniques (e.g., file compressing, extracting and exporting, and font downloading for screen and printer etc.).
- Good knowledge of email newsletter providers (e.g., Mailchimp, Campaigner).
- Excellent knowledge of English grammar, spelling, and punctuation.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Good analytical reasoning and problem-solving skills.
- Ability to use desktop publishing, graphics, word processing, presentation, spreadsheet, database, blog publishing, and content management applications (e.g., InDesign, Illustrator, Photoshop, Word, PowerPoint, Excel, WordPress).
- Ability to use web development and multi-media applications (e.g., Quick Time, RealPlayer).
- Ability to train others on how to use web-based applications and technologies.
- Ability to work effectively in a courteous and cooperative manner with SFU staff members at various levels.
- Ability to demonstrate flexibility and adaptability when responding to critiques of work.
- Ability to use desktop and slide scanners and ability to crop, colour correct, and retouch images.
- Ability to colour correct by calibrating photographs and to monitor colour printers for proper screen and colour printer outputs.
- Ability to analyse and troubleshoot a variety of basic hardware and software problems.
- Ability to perform arithmetic calculations with accuracy.
- Ability to work independently and meet deadlines.
- Ability to work as a member of a team.
- Ability to exercise mature judgment and initiative.
- Ability to handle confidential/sensitive material with discretion.
- Ability to follow oral and written instructions.
- Ability to work flexible hours, including evenings and weekends when required.
- Ability to attend job-related training sessions (e.g., workshops, seminars, and conferences on software or hardware developments, graphic design, illustration, photography, corporate writing).
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**
STARTING SALARY: $1,850.23  (BI-WEEKLY RATE: $1,850.23, ANNUAL RATE: $48,271.21)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #778 must be received in our office by 4:30 pm on January 10, 2018, addressed to the attention of Francesca Turrell, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings