Invites applications for the following position(s):

COMPETITION NUMBER: 236
C.U.P.E. Local 3338 – Temporary Position
TECHNICIAN, GRADE 9
LIFELONG LEARNING MARKETING AND COMMUNICATIONS
POSITION NUMBER: 6612

POSITION OUTLINE:
Works as a member of the marketing team to provide high-quality digital and graphic design services for SFU Lifelong Learning. Working under the supervision of the Director, Marketing and Communications and in close partnership with other members of the marketing team, develops a large variety of digital and print marketing materials (e.g., print brochures, flyers and posters, advertising, promotional emails, web videos, images and graphics for social media, etc.) to promote SFU Continuing Studies programs. Updates websites and assists with web analytics research and report preparation, student and event photo and video shoots, and other marketing initiatives. Provides training to Lifelong Learning staff on how to use SFU’s web content and email management systems, digital analytics, and other marketing applications, as needed. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This position is located at Harbour Centre, 515 West Hastings Street, Vancouver, BC. Please include a link to your portfolio with your application.

QUALIFICATIONS:
• **High school graduation and two years post-secondary education or formal certificate/diploma program equivalent in web and graphic design.**
• **3 years of related experience.**
• Excellent knowledge of design principles, typography, use of space and colour, text placement, usability, and visual flow.
• Excellent knowledge of branding principles and ability to apply the brand look and key message to all print and digital marketing materials.
• Excellent working knowledge of Macintosh operating system and Microsoft Office applications (e.g., Adobe Experience Manager, Campaigner).
• Excellent knowledge of pre-press and ability to prepare files for printing.
• Excellent knowledge of web analytics.
• Good knowledge of video editing applications (e.g., Final Cut Pro) and ability to create and edit web videos for online distribution.
• Excellent knowledge of English grammar, spelling, and punctuation.
• Excellent communication (oral and written) skills.
• Excellent organizational and interpersonal skills.
• Good analytical reasoning and problem-solving skills.
• Ability to develop design composition that blends images, typography, colours and textures.
• Ability to colour correct and retouch images at an advanced level.
• Ability to analyze and troubleshoot a variety of hardware and software problems.
• Ability to use standard multi-media and design applications [i.e., Adobe Creative Suite (InDesign, Illustrator, Photoshop, Dreamweaver, Acrobat Pro)] at an advanced level.
• Ability to use web design and development software, tools, and scripting languages (e.g., Quick Time, HTML5, JavaScript, CSS) at an advanced level.
• Ability to handle complex projects without direction and with a high degree of accuracy.
• Ability to establish excellent working relationships with suppliers and printers, from arranging estimates and providing direction to ensuring delivery of product.
• Ability to demonstrate flexibility and adaptability in responding to critiques of work.
• Ability to quickly learn new computer software applications and procedures.
• Ability to work as a member of a team.
• Ability to exercise mature judgment and initiative.
• Ability to follow oral and written instructions.
• Ability to train others in the use of new web-based applications and technologies.
• Ability to work evenings and weekends when required.
• Ability to attend job-related training sessions on software or hardware developments, graphic design, illustration, photography, corporate writing.
• Ability to lift and move supplies and materials weighing up to 10 kg.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**
HOURLY SALARY: $26.93
START DATE: June 11, 2018
POSITION END DATE: September 6, 2019

A detailed resume and cover letter quoting Competition #236 must be received in our office by 4:30 pm on May 2, 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