



DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

UTM Moves: Graphic Design Lead (Work-Study)

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline:	Sunday, August 4, 2024 by 11:59PM
Number of Positions:	1
Rate of Pay:	The Work Study pay rate is starting at \$16.55 /hr
Position Start Date:	August 26, 2024 (tentative)
Position End Date:	March 30, 2025
Number of Hours per Week:	Up to 15 hours per week. Must be willing to work varying day, evening and possible weekends
Classification:	Work-Study (Fall/Winter)
Summary:	<p>About UTM Moves: UTM Moves is a peer-based wellness education and community-building program at the Department of Recreation, Athletics & Wellness. Through diverse programming initiatives, UTM Moves highlights the benefits of movement and physical activity for student wellbeing and academic success, and aims to make physical activity inclusive, accessible, and fun for all UTM students.</p> <p>Visit uoft.me/utmmoves and/or follow @utm_athletics on Instagram for all the latest updates about upcoming UTM Moves events and initiatives.</p> <p>Role Overview: Reporting to the Supervisor, Wellness Programs, the UTM Moves: Graphic Design Lead is responsible for the development and creation of graphics, illustrations and visual assets for the UTM Moves Program in the Department of Recreation, Athletics & Wellness (DRAW).</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Developing visually appealing graphics (posters, banners, illustrations, etc.) for social media, websites, newsletters, and educational and promotional materials • Creating templates for consistent branding across all communication channels • Maintaining and enhancing the visual identity of UTM Moves; ensuring all designs align with the program’s branding guidelines and university standards; developing and updating branding guidelines as needed • Proficiently using design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) and Canva; and ensuring all designs are optimized for various platforms and formats • Maintaining an organized library of design assets and resources • Supporting social media campaigns to promote specific events, programs, or initiatives • Working closely with the Communications Team to create cohesive and engaging content • Managing multiple design projects simultaneously, ensuring timely delivery of high-quality work; prioritizing tasks and manage time effectively to meet deadlines • Contributing innovative and creative ideas to enhance the visual appeal of wellness initiatives



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	<ul style="list-style-type: none"> • Seeking and incorporating feedback from team members and stakeholders; iterating on designs based on feedback to improve the final product; conducting regular reviews of design work to ensure quality and consistency • Ensuring all design work complies with university policies and guidelines • Maintaining confidentiality and privacy of student information in all designs • Promoting inclusivity and accessibility in all visual content <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • Collaborating with a wide range of campus stakeholders, including student groups, clubs, staff, and faculty to enhance program offerings, increase reach, and integrate wellness initiatives into broader campus life • Supporting and staffing UTM Moves events and initiatives • Attending and contributing to regular team meetings to share progress and updates • Referring students to DRAW programs and resources, and maintaining up-to-date knowledge of available supports on campus and in the community • Representing the Department of Recreation, Athletics and Wellness and the University of Toronto Mississauga in a respectful, professional and inclusive manner • Performing any additional relevant duties and tasks as designated by the Supervisor, Wellness Programs
<p>Qualifications:</p>	<p>Key Qualifications:</p> <ul style="list-style-type: none"> • Must be a University of Toronto Mississauga student enrolled during the 2024/25 academic year and be in good academic standing • Successful completion of a minimum of 2 years of university study • Mandatory attendance at all training sessions (Last week of August 2024) • Previous experience with graphic design • Strong knowledge and experience with design software (primarily Adobe CC; also Canva) • Strong organizational and project management skills with the ability to manage multiple tasks simultaneously • Excellent interpersonal skills, with the ability to engage and inspire diverse audiences • Creative and strategic thinking abilities to develop innovative wellness programs and events <p>Additional Qualifications:</p> <ul style="list-style-type: none"> • Interest in student health, wellness, fitness, and/or athletics • Leadership and teamwork skills • High level of initiative and self-motivation • Ability to work flexible hours, including evenings and weekends, as required for event execution • Ability to work independently as well as in a team setting • Knowledge of University of Toronto campus resources • Appreciation for equity, diversity and inclusion-related issues • Proficient knowledge around Microsoft 365 (Word, Excel, PowerPoint)
<p>Method of Application:</p>	<p>Deadline to Apply: Sunday, August 4, 2024 by 11:59PM</p> <p>Please send the following materials to: Ravinder.gabble@utoronto.ca (see contact details below).</p> <ul style="list-style-type: none"> • Resume



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- Cover letter
- Two (2) samples of past graphic design work from personal/professional portfolio (send as URL or shared drive link)
 - E.g., illustration, poster, post, flyer, newsletter, etc.

We thank all applicants for their interest in the position, however only those applicants selected for further consideration will be contacted.

**Contact
Information:**

RAVI GABBLE, MPH

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