**JOB POSTING**
**The University of Saskatchewan Students' Union**
**Is accepting applications for:**

# Student Graphic and Media Designer

(Part time/one-year term with the possibility to reapply for a second term)

The Student Graphic and Media Designer, reporting to the Communications and Marketing Manager, develops and completes communication initiatives, including print, web, video editing, and digital materials, that promote and maximize awareness of the USSU, its operations, and services. This position ensures all communications represent the USSU in a manner that protects the organization's professional reputation.

## Key Responsibilities

- Work with the Communications and Marketing Manager in the creation of communications material that may include, but are not limited to: ads, posters, brochures, newsletters, flyers, digital ads, displays, banners, window signs, special events
- Prepare final digital and print files, as well as deliver completed projects to clients as needed
- Maintain a high level of accuracy in all communications
- Ability to interpret requests and develop concepts to suit needs
- Keep up to date with emerging technologies in new media, particularly design programs
- Design and implement updates/changes to the USSU plasma screens
- Develop, design, and lay out the USSU Survival Calendar
- Attend functions and photograph USSU events
- Design and submit weekly Sheaf advertising
- Submit proofs for approval to all commissioning parties
- Work closely with XL Print & Design
- Film and perform editing to produce quality videos
- Maintain an orderly archive of projects
- Other duties as assigned

**Knowledge & Skills:**

- Well-developed proofreading skills and keen attention to detail
- Must be familiar with Mac platform
- Must be familiar with print and digital formats
- Demonstrate creative design, layout and typesetting skills for both print and digital-based forms of communication
- Accomplished design, computer, and desktop publishing skills
- Proficiency in standard design toolsets (Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Final Cut Pro or Adobe Premiere)
- Well-organized with demonstrated time management skills and the ability to multitask and work well within time constraints and deadlines
- Knowledge of the university demographic, the U of S campus, and current market trends would be a definite asset

**Experience:**

- 1 – 2 years in a design role

This is a part-time, term position (with the possibility of a second term), working 38 hours per week May-August and 20 hours per week September-April. Applicants must be current undergraduate students at the University of Saskatchewan.

Please email your cover letter, resume, and portfolio by November 13, 2026 to:

Jason Ventnor
Communications and Marketing Manager
University of Saskatchewan Students' Union
Email: communications@ussu.ca

We thank all candidates, but only those selected for an interview will be contacted.