



THE ENGINEERING SOCIETY
OF QUEEN'S UNIVERSITY

The Engineering Society of Queen's University Presents...

Graphic Designer

Communications



Graphic Designer Position Description

Purpose/ Main Goal:

The Graphic Designer creates all graphic designs to help promote the Engineering Society's services and programs. Graphic designs are used throughout the society to communicate messages and create interesting visual concepts, from spirit wear and merchandise to brochures and conference logos. By working with the communication and marketing team, graphic design helps highlight what makes each conference, event and club unique and makes them recognizable throughout the society.

Job Description:

The Graphic Designer creates graphic design for all promotional needs as determined by the Graphic Designer Manager and Director of Communications to help promote the societies' resources and events. This includes the creation of all graphic design, including promotional flyers, posters, logos, etc. in a professional, timely and creative manner in order to effectively capture the interest of students. Creativity and an interest in advertising and graphic design are key elements for success.

Responsibilities:

1. Develop posters and flyers for the Engineering Society to promote upcoming events.
2. Create logos for the Engineering Society, as required, to promote individual clubs and events, etc.

Time Commitment:

2-3 hours/week



Skills:

Required	Gained
<ul style="list-style-type: none"> • Graphic Design Skills • Good communication skills • Creativity • Responsibility 	<ul style="list-style-type: none"> • Enhanced graphic design skills and experience with programs such as InDesign, Illustrator, and Photoshop. • Time management • Teamwork

Daily Tasks:

- Check and respond to emails.
- Update the Graphic Design Manager on the progress of projects.
- Create graphic designs, as required.

Past Projects/Accomplishments:

- Created designs that are posted on social media, the television monitor in the Beamish Munro Building and posters around the building.
- Created logos for merchandise and clothing.
- Graphic Designs like posters, logos and cover photos have been used by the Elections Team, Awards Team, EngVents and EngBlood.

Timeline:

- **Hiring:** September
- **Busy Periods:** September-October and around events and conferences.

Meetings Attended:

Meeting Name	Approximate Length	Frequency
Graphic Design Team Meeting	1 hour	As needed.



Incumbent Will Work With:

Role	Involvement Summary
Director of Communications	Complete graphic design requests.
Graphic Design Manager	Provide creative input, collaborate with and complete tasks as assigned by the Graphic Designs Manager.
Clients	Complete graphic design requests.

Past Incumbents:

Name	Year(s) in Position	Email address
Alexander Clifford	2016-2017	alexander.clifford@queensu.ca
Stephen Caddy	2016-2017	13sc67@queensu.ca
Daniel Griff	2016-2017	15dg32@queensu.ca
Elise Hewat	2014-2015	e.hewat@queensu.ca

If you're interested in *Graphic Designer*, you may also be interested in...

- Director of Communications
- IT Team
- Photography Manager and Photographer
- Graphic Design Manager
- Videographer and Videography Manager