



**Title of Position:** Graphic Designer  
**Hiring Manager:** Director, Art  
**Recruiter:** Operations Functions Generalist, Human Resources  
**Date Posted:** March 16, 2011  
**Send Application to:** [hr@utchinese.org](mailto:hr@utchinese.org)  
Portfolio must be sent along with the application to the above email address for consideration

UTChinese Magazine is a leading not-for-profit Chinese student organization in Canada. Founded in Summer 2006 and based at the University of Toronto, our Mission is “to build the best platform for students to interact and to express themselves in relation to ideas, arts and culture, as well as to create the best value for their lives, their academic endeavors and their future careers”.

We are searching for enthusiastic, energetic, bold and decisive team players as Designers to our Art Department. The objective of this exciting and rewarding role is to create layouts of our publications and design advertisements for our sponsors. The minimum work load is five (5) hours per month.

### **Main Responsibilities**

- Create layouts of UTChinese publications
- Design advertisements for sponsors
- Design marketing materials for UTChinese events
- Design graphics for UTChinese website and BBS
- Participate in *ad hoc* requests supporting departmental and organizational activities

### **Requirements**

- Knowledge and experience in graphic design with preference given to individuals with magazine layout experience
- Demonstrated creativity
- Attention to detail
- Excellent communication, interpersonal, time management and team work skills
- Willingness to work with Adobe CS3+ environment
- Proficiency in Adobe Photoshop or other photo-editing software
- Proficiency in Adobe InDesign or Adobe Illustrator is a strong asset
- Experience in drawing is a strong asset
- Knowledge of Adobe Fireworks, Adobe Flash or CorelDRAW is an asset
- Demonstrated ability to manage confidentiality