

## **GSS RA position Web & Publication Design (Know Your Rights Guide Project)**

Approximately 200 hrs work until August 2020. \$26.65/hr + benefits

Starting date: May 15, 2020.

Founded in 2007, the GSS is the student society and governing body of all graduate students at Simon Fraser University. We represent over 4,000 students in 38 academic programs at SFU's Burnaby, Surrey and Vancouver campuses. The BC Universities Act recognizes the Society as the primary representative of graduate students in university affairs and allows us to collect and administer dues on our members' behalf. We use these fees to provide a group benefit plan, grants and other funding, socials, student spaces, and support to departmental caucuses.

The Graduate Student Society acknowledges that we are located on unceded Indigenous territory of the Coast Salish peoples including Tsleil-Waututh (səlilwətaʔ), Kwikwetlem (kʷikwəʔləm), Squamish (Sḵw̓xwú7mesh Úxwumixw), Musqueam (xʷmə θ kʷəy̓əm), Semiahmoo, Katzie, Kwikwetlem (kʷikwəʔləm), Kwantlen, Qayqayt and Tsawwassen Territories.

As part of the GSS's ongoing commitment to improve the personal, academic, and professional lives of our members, we will be launching a "Know Your Rights" guide. The guide will assist graduate students in navigating the various policies that may apply to their academic and non-academic experiences at SFU. Language in the guide will make policies accessible, and the most important information for graduate students will be summarized in a single comprehensive document; for more detailed information students will be directed to the relevant policies. The "Know Your Rights" guide will be made available in both a print and an online version.

### **The Position**

This position will be designing a web and print publication of the GSS know your rights guide project. The position will adapt existing text into a 25 page 5.5 x 8.5 inch publication. The position will also adapt the text to an online guide that will be hosted on the GSS website and link out directly to other resources. The position will also support in developing templates for promotional posters that can be adapted and used by the GSS to promote the guide. The position will be responsible for producing a guide that is user friendly, accessible and organized to prioritize design.

This is a temporary, part-time position. The chosen candidate is expected to work a total of 200 hours between the date of hiring and August 2020. The hours will be discussed as a part of the interview process and adjusted depending on the candidates ability to provide

both web and publication design. We also ask that all applicants please submit a portfolio of any previous web and publication design that they have produced.

**Responsibilities:**

- Designing the online and print editions of the GSS Know Your Rights Guide;
- Coordinating with the guide researcher to edit text to adjust for space and design;
- Integrating online guide with GSS website.
- Consult with GSS directors and staff on development and design.

**Minimum qualifications:**

Must be members of the GSS at SFU, with research or work experience in public policy.

**Knowledge and Skills:**

- Previous experience with web and publication design
- Experience with design software, preferably Adobe Suite (Photoshop, Illustrator & InDesign)
- Experience working with Wordpress, HTML and other web design tools and platforms.
- Previous experience with public campaigns & developing campaign materials
- Strong writing and communication skills
- Experience with MS Word, Excel, PowerPoint, Google Docs and creating tables and charts in each of those programs
- Some familiarity with relevant policies included in the guide
- Excellent attention to detail
- Ability to work both within a team, and independently

Salary: \$26.65/hr (as of May 1, 2020) + benefits

**Please send your cover letter, resume and design portfolio to:**  
[hire@sfugradsociety.ca](mailto:hire@sfugradsociety.ca) as soon as possible.

*The Graduate Student Society is an equal opportunity employer. We encourage members of marginalized or underrepresented communities to apply.*