

# Graphic Design & Digital Media Support Assistant

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## Position Details

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### Position Information

<b>Position Title</b>	Graphic Design & Digital Media Support Assistant
<b>Posting Type</b>	Temporary
<b>End Date (if applicable)</b>	08/30/2024
<b>Classification Title</b>	App G Student
<b>Pay Band</b>	1
<b>Min Salary</b>	\$16.55
<b>Max Salary</b>	\$16.55

<b>Position Summary</b>	<p>Duties and responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Planning and organize video and photo shoots in a variety of activities at the college and in Thunder Bay</li> <li>• Assisting with social media posts and updates, and respond to student inquiries</li> <li>• Assisting with graphic design projects for a variety of international markets</li> <li>• Assisting with administrative duties, as assigned</li> <li>• Assisting the entire IEC team, if and when needed</li> </ul>
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<b>Location/Campus</b>	Thunder Bay Campus
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### Education

<b>Minimum level of formal education required for the position</b>	1 year certificate or equivalent
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**Specific course(s), certification, qualification, formal training or accreditation required for the position**

### Additional Requirements

<b>Field(s) of Study</b>	<ul style="list-style-type: none"> <li>• Must be a full-time post-secondary student at Confederation College in 2023-24 academic year (minimum – attending entire winter 2024 semester). Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;</li> <li>• Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;</li> <li>• Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;</li> <li>• Must be a Canadian citizen, permanent resident protected person, or an international student who is legally eligible to work in Canada;</li> <li>• Student enrolled in the interactive media, digital media, film or related program; in the 2023-24 academic year.</li> </ul>
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## Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position

Less than one (1) year

### Type of Experience

### Posting Detail Information

Posting Number SU-P-24-93P

Close Date 03/10/2024

## Reference Collection Settings

### Reference Collection Settings

Minimum Requests 0

Maximum Requests

### Reference Related Instructions

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. Please indicate if you are enrolled as an international or domestic student.
  - o international student
  - o domestic student

## Documents Needed to Apply

### Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

### Optional Documents

None