

POSTING DATE: July 30, 2010**CLOSING DATE: Open Until Filled****JOB OPPORTUNITY – SUPPORT****Publications Officer****Faculty of Education and Training – Newnham Campus**

Reporting to the Chair, Adult Education, Program Services and Systems, and CDL, Faculty of Continuing Education and Training, the incumbent is responsible for coordinating the creative design of the part-time studies calendar, and mini calendars (using a Mac computer), and FCET PD brochure, and other calendars that may be needed using special design software, and coordinating production and distribution process for the above publications.

Specific Accountabilities:

- Edits the part-time studies calendars (3 publications per year), micro computer mini-calendar (3 publications per year), FCET PD brochure and other calendars that may be needed. (The part-time studies calendar incorporates the Continuing Education, Sports Centre, Corporate Training and Development, and other part-time academic areas as well as information regarding policies, etc. from various service areas.)
- Produces program specific websites by working directly with CE Faculty departments, other colleges, and the external production process from initiation to launch (including designing and programming) using related design software.
- Provides art direction, creates graphics, layouts, illustration, animations and final artwork for print, web and interactive multimedia based projects; supervises the work of external suppliers in regards to photo finishing services, proofs and press approvals.
- Collects and analyzes registration data to determine and arrange the appropriate distribution of calendars to the general public, business and industry, and all Seneca locations
- Determines appropriate promotional means of enhancing program registration in consultation with departmental staff within the Faculty of Continuing Education.
- Provides direction to Chairs and Coordinators in submission of schedule/program information and ensure the whole design, production, and delivery process meets internal and external deadlines.
- Ensures timely delivery of calendar to appropriate college campuses, and distribution to the general public; ensures delivery of approximately 250, 000 part-time studies calendars 3 times per year, according to demographic information, where calendars should be distributed, initiating all appropriate paperwork.
- Provides creative support and consultation, as well as oversees the design of FCET program specific academic websites.
- Utilizes and manipulates special software (ie: Dreamweaver, Photoshop, Illustrator and Flash etc.) to coordinate, create, design, develop and maintain graphics and icons for individual websites.
- Designs creative layout to distinguish each individual FCET program website to ensure the design style of each is meeting Seneca's design guidelines; provides design direction to the development of online courses also creates graphic design, layouts, illustrations, animations and final artwork.
- Other duties as assigned.

Qualifications:

- A diploma/degree in a relevant field (ie. Graphic Design, Marketing and Communications) or equivalent combination of education and experience along with progressive experience working with print and web based design, multimedia and digital photography, design and photo manipulation software and electronic media production and distribution.
- Must have experience with monitoring and scheduling large volumes of work, analyzing and thinking creatively in response to new problems or situations, conceptualizing and bringing concept to reality, and coordinating client needs and budget with outside suppliers.
- Must have demonstrated excellent keyboarding skills – input data with high degree of accuracy at superior speed.
- Demonstrated excellent grammar and composition skills are required; thorough knowledge of the printing process, typography, web design; must possess a comprehensive understanding of pre-press issues and digital touching is essential. Familiarity with current design software on a Mac Computer platform is fundamental.
- Must have master knowledge and experience of Illustrator, Photoshop, Dreamweaver and Flash. Comprehensive knowledge of HTML and Flash Action Script is required. Experience in desktop publishing and graphic design is required.
- Must have excellent project management and time management skills, coupled with strong initiative and communication (both verbal and written) skills.
- Exceptional customer service and human relations skills are required to interact effectively with the College's multi-cultural/racial/able students, staff, and the public.

START DATE: As soon as possible
HOURLY RATE RANGE: Payband H -- \$27.38 to \$31.78 hourly
HOURS: 35 hours per week (overtime as required)
Monday to Friday -- 9:00 a.m. to 5:00 p.m.

Seneca College is committed to diversity and encourages applications from all qualified candidates, especially aboriginal persons, francophones, members of sexual minority groups, persons with disabilities, visible minorities and women. Please send a covering letter and resume, quoting **COMPETITION NUMBER 10S-1014**, to Joanne Papaconstantinou, Staffing Specialist, Human Resources Services. FAX: (905) 479-4162 or EMAIL: jobs@senecac.on.ca . **Please submit by one method only.**