

Position Description – Graphic Designers

Position title	Grapeshot Graphic Designer
Department	Campus Engagement
Location	Grapeshot Office, Level 1 C10A
Position title of supervisor	Campus Engagement Development Officer
Positions titles that report to this position	
Hours	
Award coverage and grade (if applicable)	
Contract period	12 months
Date position description approved	15.10.2013
Approved by	Lauren Hargreaves

Position Purpose

Grapeshot is the Student Publication of Macquarie University, which publishes a monthly magazine with literary and campus news contents. It will be run by an all student editorial team consisting of six editors, three graphic designers, a photographer, a Marketing Manager and an Advertising Manager.

The Assistant Graphics Designers are responsible for designing the publications in line with the work delegated to them by the Creative Director. They will also assist the Editor-in-Chief, the Creative Director and the Marketing Manager in the day to day administrative tasks of running the publication including distribution and organising publication events such as O-week.

The Graphic Designers will be allocated design work..

Magazine specific

These designers will work with the Creative Director to fulfil the design requirements of the magazine. This includes creating graphic artworks and designing the layout for the publication.

Web specific

This designer will be responsible for the design and maintenance of the Grapeshot website and ensuring the website is updated with new articles. Part of maintaining an online presence for Grapeshot is also developing and maintaining a regular digital newsletter distributed to all readers signed up for the mailing list in conjunction with the Marketing Manager. This designer should have a strong knowledge and skills with web design tools.

The publications will be driven by a Code of Conduct and will focus on ensuring that they represent the wide range of student cultures on campus.

Organisational Context of Position

Macquarie University recognizes the importance of creating an environment that fosters a healthy campus for both students and staff and in response to this has created U@MQ Limited (**Campus Life**) to research, create, deliver and collaborate a range of innovative services and programs to ensure a sustainable Campus environment for both students and staff

Campus Life exists to provide the essential non-academic services and facilities that help achieve a healthy and balanced approach to University life. Our service and facilities include the provision of food, retail, sport and recreation facilities and services, clubs, societies, child care and a wide variety of events and entertainment. U@MQ Limited is a subsidiary company of Macquarie University.

Our Vision: Providing more than an academic experience.

Our Mission:

- To create a vibrant, fun and healthy University campus environment
- To develop partnerships that will add value to Macquarie University
- To focus all services and facility requirements on the customer's needs.

Nature & Scope of Position

a) Key Accountabilities

The position:

- Ensure that all publication dates are met as outlined in the Publications Bookings and Deadlines Calendar.
- Under the guidance of the Creative Director, take responsibility for the typesetting and all graphical input into all issues of the student publications.
- Submit all graphical content to the Student Editorial Review Board for approval prior to publication.
- Create a publication that graphically fairly and accurately represents a wide cross-section of student ideas, views, opinions and interests across the Macquarie University community, including NCELTR and SIBT students.
- Ensure the Grapeshot website is maintained and up to date after each issue.
- Assist the Editor-in-Chief, Creative Director, and Marketing Manager in administrative tasks required to run the publication.

b) Challenges/Problem Solving

Challenges of the position include:

- Work in close conjunction with other editorial team members and the appointed printers ensuring that print deadlines are met at all times.

c) Decision Making

The position:

- Adhere to the Code of Conduct in all dealings with the student publication.

d) Communication

All employees and contractors of Campus Life engage in teamwork as a means of meeting the requirements of their position. This requires regular communications with other staff.

e) Occupational Health & Safety

Campus Life is committed to the health and safety of everyone in the workplace and recognises that occupational health and safety is the responsibility of all managers and staff. All staff agree to abide by Campus Life's Occupational Health & Safety Policy as a condition of accepting employment.

f) Equal Employment Opportunities

Campus Life is an Equal Opportunities Employer.

Selection Criteria

Knowledge, Skills and Experience

Essential

- Knowledge of Adobe Creative Suite is a necessity.
- Must have past experience with using InDesign and Photoshop.
- Experience in magazine design and printing is preferred.

Desirable

- Strong creative and design skills.
- Willingness to work and coordinate duties with the Creative Director.
- Willingness to learn new print design skills and the ability to autonomously apply new skills to set tasks.
- Attention to detail.
- Ability to work under pressure.
- Strong organisational abilities with a commitment to working to stipulated deadlines.

CAMPUS LIFE VALUES

Integrity & Honesty

Act at all times in a moral and ethical way, consistent with the values of the organisation

Operate consistently and truthfully in achieving our objectives as an organisation

Sustainability

Consider environmental and social factors in all actions and decisions alongside economic profitability, and ensure an organisational culture that equips us with the skills we need to face the challenges of tomorrow's world

Drive a culture of contributing to the environmental, social, and economic impact of Campus Life

Learning & Innovation

Provide space, time, incentives and an open mind to experiment, create and expand each and every one's potential

Creating an environment that fosters creative thinking, collaboration and continuous improvement creatively, collaborating

Health & Balance

Maintain a holistic view of self and the organisation to ensure sustainable working practices and a better quality of life for all

Creating a work environment that provides flexibility to enable a balance between work, family and life commitments

Selflessness

Constantly reflect on how to contribute to the team in achieving Campus Life's vision, not what you personally can get out of the organisation

Acting in the best interest of the students and campus community

Openness & Accountability

Communicate in a clear and transparent way, without filtering information, and take ownership and responsibility for all thoughts and actions.