

**Position: IT Director & Graphic Designer**

**Term:** 2021-2022

**Estimate Hours per Week:** 2 - 5

***The Sobey School of Business Commerce Society is a student run society at Saint Mary’s University. Our goal is to provide students with networking opportunities, business and university resources, while inspiring peer to peer engagement. The society encourages participation and advancement of our member’s skills in all aspects of university life while helping them develop business skills, build their professional network, and learn from local business leaders.***

**ROLE PROFILE:** Apply your creative and technological talents as the IT Director. Design digital and print media for each event, update the website with upcoming events and team bios, and coordinate the Audio and Visual team at larger venues.

**Duties will include:**

* Design Media Content for all events
* Update Website with New Announcements and make sure it is renewed at the end of the year
* Coordinating the visual and audio team for all events for all in person occasions such as the Annual Business dinner.

**Technical Skills:**

* Creativity and Marketing Skills
* Competence and *Personal Access* to Adobe Photoshop or Illustrator or InDesign
* Basic knowledge of Wix.com and Website Design

This position is open to all Saint Mary’s University students with any background and major. This opportunity is ideal for a hardworking, self-motivated, out-going student who values the importance of teamwork and can demonstrate excellent communication skills. Past experience of working in student groups, presenting and societies will be an asset.

Please send applications including a cover letter and resume highlighting your skills to commercesociety.smu@gmail.com no later than Friday April 2, at 5:00pm and fill out this google form:  <https://forms.gle/5bWoEdeT3H3AsBuj6>

If you have any questions, please email us at Commercesociety.smu@gmail.com