

## Job Posting: 2918 - Position: Graphic Designer

<b>Co-op Work Term Posted:</b>	Summer
<b>Application Deadline</b>	10/04 11:59 PM
<b>Application Method:</b>	Career Bridge
<b>Posting Goes Live:</b>	09/08 6:57 PM
<b>Job Posting Status:</b>	Expired

### Company Information

<b>Organization</b>	Communications Security Establishment
<b>Salutation</b>	Ms.
<b>Job Contact First Name</b>	Jane
<b>Job Contact Last Name</b>	Doe
<b>Contact Title</b>	Student Program Advisor
<b>Address Line One</b>	P. O. Box 1234, Terminal
<b>Address Line Two</b>	123 Heron Road
<b>City</b>	Ottawa
<b>Province / State</b>	Ontario
<b>Postal Code / Zip Code</b>	T1K 3M4
<b>Country</b>	Canada

### Job Posting Information

<b>Term Posted</b>	Summer
<b>Job Title</b>	Graphic Designer
<b>Duration</b>	4 Months
<b>Job Location</b>	Ottawa, Ontario
<b>Job Description</b>	

The Communications Security Establishment Canada (CSE) is committed to hiring students through recognized educational programs in various universities and colleges across Canada in a variety of technical and administrative openings. If you are interested in working in a challenging role within a dynamic environment, make CSE your first choice!

Students at CSE have the opportunity to work on challenging and interesting projects related to their field of study. Collaboration and innovation are two values that are imbedded in CSE's culture and these are directly reflected in the type of work assigned to students. CSE is also an evolving organization that offers developmental opportunities to students, which can potentially help them to be considered for future employment. In order to provide a great work-life balance, CSE has interesting alternative work arrangements to meet the student's personal requirements.

CSEC is Canada's National Cryptologic Agency. Our mandate is to:

- Acquire and provide foreign signals intelligence;

- Provide advice, guidance and services to help ensure the protection of Government of Canada electronic information and information infrastructures; and
- Provide technical and operational assistance to federal law enforcement and security agencies.

Summary of Duties: The Corporate Services Group at CSE is looking for a student with graphic design skills to assist with the development and implementation of a new layout to our internal website. The main duties are described below:

- Review and recommend improvements to the appearance, layout, and visual flow of the Corporate Services intranet, including strategies to ensure visual consistency across the site.
- Through discussion with the various parts of Corporate Services, create graphics that represent them and their services.
- Integrate any new visuals for the website with the Corporate Services' internal "brand".
- Sit as a member of the Corporate Services Web Working Group to provide input based on your graphics expertise.
- HTML and XML coding.
- Note: Familiarity with the Government of Canada's "Common Look and Feel" guidelines would be an asset.

#### **Job Requirements**

Abilities/Skills: CSEC is looking for students who have the following skills:

- Innovative and possess creative skills;
- Have an interest in internal corporate communications; and
- Bilingualism would be an asset.

Experience Required: The student should be able to use a variety of information technology effectively:

- Design, photography and advanced graphic-editing software
- Internet, web publishing software

#### **To apply:**

**You must be registered as a full time student at your college or university.**

**You can only apply online for one position so please choose the one that most closely matches your skill set and interests. On your cover letter, indicate which position you are interested in and what makes you a possible candidate for that position.**

**You must be a Canadian Citizen and eligible for a Top Secret security clearance.**

**The security screening process at CSE includes:**

- an interview with CSE security personnel

- a psychological assessment
- a polygraph assessment with CSE security personnel to assess loyalties to Canada
- a background investigation conducted by CSIS which will cover a minimum of your last ten years' residence, employment, school, international travel and include credit and financial verifications. Ongoing substance abuse is a factor to be assessed as part of your screening process.

Students must provide the following information:

- Contact information (e-mail, telephone number) in cover letter

Notes:

CSE is a government agency located in the Ottawa region. Relocation assistance will be provided to students studying at an accredited academic institution located outside the Ottawa region.

CSE supports the Employment Equity Act. We encourage candidates to apply if they belong to the following designated groups: women, visible minorities, persons of Aboriginal descent, or persons with disabilities. CSE offers an assessment process which will accommodate the needs of persons with disabilities. If you may need such accommodation, please advise us.

This job posting may be used to fill a number of positions.

**IMPORTANT:** Applicants must be Canadian Citizen and all steps of the process are mandatory in order to be considered for employment with our organization. If students are not available to meet with the evaluators during their timelines, it may result in the cancellation of their application.

Please note that your resume is being evaluated on content, not formatting. Submit your application (cover letter and resume) in text format only. You must also send an a previous Co-op work term evaluation (if applicable).

<b>Preferred Academic Level</b>	Undergraduate
<b>All Programs</b>	Yes
<b>Projected Start Date</b>	May 07 12:00 AM
<b>Projected End Date</b>	August 24 12:00 AM

## Application Information

**Additional Application Information:** Transcripts are not required for application, however, if selected for an interview they will need to be provided.