Graphic Design Internship

A graphic design intern will prepare marking and public education collateral and for use across print and web communications. This internship will give the intern valuable real-world experience in print and web design. This person is considered an integral part of the Marketing/Public Relations department and as such, their ideas and input will be valued. The intern will work at least 10 hours per week during the current quarter/semester. Those hours may be worked in any combination at the discretion of the intern and the supervisor.

Duties and Responsibilities:

- Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts in line with organizational branding standards.
- Determine size and arrangement of illustrative material. Brainstorms and mocks up design ideas.
- Utilize programs such as Photoshop, Illustrator, InDesign, Powerpoint, etc. Work with a variety of graphic mediums such as: brochures, organization image, logos, newsletters, banners, web ads etc.
- Develop graphics and layouts for program and event related illustrations and websites.
- Present ideas to supervisor and partners.
- Meets with development team and adjusts designs to fit sponsor's needs or taste.
- Create and adhere to project schedules and deadlines throughout the organization.
- Prepare weekly reports and give the latest status of the work to Supervisor.
- Help with public relations, ad campaigns, sponsorship fulfillment, and other events / tasks that may become a priority.

Education and Qualifications:

- Currently enrolled in an accredited undergraduate degree program and be a graphic design or related major with a GPA of at least 3.0
- Organized and detail-oriented, possess strong typography and layout skills
- Understanding of social media platforms as a marketing tool
- Strong communication skills
- Access to a personal computer (preferably Mac) is mandatory
- Proficiency in Illustrator and Photoshop is required, InDesign is a bonus
- Some knowledge of Word Press and basic HTML is preferred, but is not mandatory