Graphic Design Intern

Job Description:
Student Success & Retention is seeking a detailed and artistically oriented intern to assist with the development and refinement of graphic designs for electronic and print media. The Graphic Design Intern is responsible for supporting the department’s current and future goals in community outreach, student engagement, and stakeholder support. The designs created will be used for the website content, social media presence, marketing materials, and brand management. This individual will work closely with a Media Relations Intern and an Application Developer Student Assistant to achieve multiple stakeholder interaction objectives. Design goals include, but are not limited to:

- Office materials
- Brochures and handouts
- SWAG/giveaways
- E-newsletters
- Infographics and Logos
- Presentation templates
- Department website

Required Qualifications:

- Third-year, Fourth-year, or Graduate student in Graphic Design, or a related field, with a minimum 2.5 GPA
- Ability to work a 15-20 hours each week (flexible with your schedule)
- Ability to work within a team environment
- Ability to meet weekly with other interns and supervisors to maintain cohesive and consistent media strategy
- Solid grasp of design concepts
- Ability to complete multiple deadline-driven tasks simultaneously
- Excellent time management, organizational, and planning skills
- Strong visual and written communication skills
- Proficiency in Adobe Creative Suite and/or other common graphic design software and layout applications
- Ability to analyze existing graphic media and create or redesign media to appeal to current and prospective stakeholders
- Ability to deliver creative and detailed work
- Ability to assist with production of digital outwork

Preferred Qualifications:

- Photography and/or videography
- Video and/or Audio editing

The Graphic Design Internship is a great opportunity for students seeking to expand their professional portfolio. This unpaid internship will be appointed for 1-2 semesters and may count towards graduating internship hours. This opportunity is especially helpful to students seeking careers in marketing, communications, advertising, brand management, graphic design, or educational organizations.