TEXAS TECH UNIVERSITY
Office *of the* Provost: Student Affairs
University Career Center™

UNIVERSITY CAREER CENTER
GRAPHIC DESIGN INTERN APPLICATION FORM

JOB DESCRIPTION

The Graphic Design Intern will serve as an ambassador and advocate for the University Career Center.

In order to fulfill the requirements of the UCC Graphic Design Internship, you will need to accomplish the following:

- Design clear engaging graphic communications for print and online. Including, but not limited to: website and social media graphics, posters, flyers, and additional marketing as needed

- Report directly to the Marketing Coordinator and also work closely with the Associate Director of Marketing and UCC staff to translate their messaging concepts into marketing materials

- Create graphics for Facebook, Twitter, Instagram, Pinterest, LinkedIn, YouTube and other platforms to promote marketing efforts

- Become a student ambassador for UCC and assist with class presentations as needed

- Participate in UCC events, information sessions and resource fairs such as UCC On the Roads

- Provide excellent customer service by greeting guests, answering the phones and complete clerical duties as needed

- Gather and prepare materials for presentations

- Assist with any additional duties as assigned

ADDITIONAL DETAILS

- Business professional attire is required during peak recruiting season

- Occasional work after hours

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A: CONTACT/ACADEMIC INFORMATION

- Name: _____

- Local Address: _____

- Phone Number: _____   E-mail: _____

- Classification: Freshman   Sophomore   Junior   Senior   Graduate Student

- Major: _____   Minor: _____

- GPA: _____   Graduation Month/Year: _____

- Considering your academic load and extracurricular activities for the semester you wish to work, **how many hours each week could you work in the Career Center?** _____

- Are you employed with any other department at Texas Tech University? _____

  If so, please list department_____

B: Complete Questions

1. Why are you interested in becoming a Graphic Design Intern at the University Career Center (UCC)?

2. Have you ever used the UCC's resources before? If so, please describe.

3. Please express your level of experience working in Adobe programs (Photoshop, Illustrator, InDesign, etc.):

   ___ No experience
   ___ Somewhat familiar
   ___ Comfortable but haven't used it much
   ___ Very comfortable, use it often (should be reflected in portfolio)

4. If asked to design digital marketing, which software would you use?

5. Describe your experience related to Social Media particularly any experiences outside of your personal use?

6. How would you use social media to reach out to current students about the services we offer at the University Career Center?

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C: GRAPHIC DESIGN HISTORY

Please submit the following documents:

- Resume
- Availability to work Monday through Friday, between 8:00 am – 5:00 pm
- Printed Design Portfolio (3-5 samples)
- Link to Digital Designs (optional)
- Contact information from two references

ADDITIONAL INFORMATION & REMINDERS

- Please submit your application and accompanying documents to the Texas Tech University Career Center addressed to Marketing Coordinator, Mrs. Dominique Massey via email at Dominique.Massey@ttu.edu

- Learn more about the Texas Tech University Career Center at www.CareerCenter.ttu.edu

- Contact us at if you have any questions here:

Texas Tech University
University Career Center
Phone: 806.742.2210 Fax: 806.742.2474
3211 18th Street| Box 45006 | Lubbock, TX 79409

THANK YOU FOR YOUR INTEREST!