



## STUDENT JOB OPPORTUNITY

**JOB TITLE:** *Graphic Design Intern*

**DEPARTMENT:** Office of Marketing and Communications

**CONTACT PERSON/EMAIL/PHONE #:** Katie Griest, Marketing Assistant, griestk@etown.edu, 717-361-1526

**TO APPLY:** Candidates must submit an up-to-date resume. A portfolio showcasing recent design examples is preferred. Links to personal portfolio sites will also be accepted. Send all information to [griestk@etown.edu](mailto:griestk@etown.edu).

**STUDENT JOB DESCRIPTION:** The Office of Marketing and Communications is looking for a graphic design intern for the 2016-17 school year. The design student will assist the Creative Director in managing the visual image and brand of the College through print and web-based communications. The student will experience all aspects of graphic design by recommending creative strategies and designs for college marketing initiatives. Creative students interested in design, advertising, marketing, and creative writing should apply.

Duties include: Attending client meetings, concept development, photography/photography editing, development and building of design files, logo design, presentation of ideas, proofing, and printing. Attend regularly scheduled in-person meetings with Creative Director and OMC team.

Projects include, but are not limited to: Posters, newsletters, invitations, envelopes, stationery, newspaper and magazine ads, event programs, direct mail, academic brochures, online graphics, banners and signage.

### **QUALIFICATIONS:**

- Knowledge of Mac Platform (must be mac for file sharing)
- Knowledge of the following design programs: Creative Suite 5 -InDesign, Photoshop, Illustrator, Adobe Acrobat
- Background in page layout, text formatting, basic design composition
- Understanding of graphic standards and College brand/image
- Understanding of basic file building and file preparation for print (images, links, fonts, CMYK, high resolution)
- Ability to work within a team
- Ability to receive and process criticism on creative work.
- Ability to work extended hours as needed.
- Ability to preserve confidentiality of information.
- Ability to prioritize multiple tasks in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to work within strict deadlines.
- Good interpersonal skills and desire to be a team player.
- Creative problem-solving skills.
- Exceptional customer service skills.
- Excellent written communication skills.
- Excellent oral communication skills.
- Sense of creativity.
- Familiarity with industry terms and processes.
- Ability to use a multi-line phone system.

### **PHYSICAL DEMANDS**

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Occasionally required to stand for long/extended periods of time.
- Regularly required to move about.
- Regularly required to climb stairs and/or ladders.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.

- Occasionally required to lift up to 25 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 25 pounds a distance of 10 feet.

**HOURS and/or HOURS PER WEEK REQUIRED:** Up to 6 hours during regular business hours (8:30 a.m. - 4:30 p.m.)

**PAY RATE:** TBD based on skill level.

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.):

AA/EOE