

## **INTERNSHIP DESCRIPTION**

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Job Title: Graphic Design Intern  
Department: Marketing & Communications

### **SUMMARY**

We are seeking a Graphics Intern to join our team for an internship opportunity. We're looking for an up-and-coming graphic designer with a well-balanced left-and right-brain to work closely with the Marketing & Communications department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Work with marketing team on a wide range of projects, such as web graphics, sales materials, emails, social media promotions, and more.
- Assist in the design of various projects that includes, but is not limited to, formatting, exporting, uploading, and collection of all project types.
- General help with other miscellaneous tasks. Required knowledge, skills and abilities:
- Hands on knowledge in designing with the Adobe Creative Suite.
- An eye for typography (proper kerning, leading, etc.).
- Detail oriented and well organized
- Ability to follow style guides, instructions, and critique feedback.
- Previous experience working in a fast-paced environment where multi-tasking is a necessity.
- Able to work independently when necessary.
- Excellent verbal and written communication skills.
- Must be willing to submit a portfolio of work samples via PDF or provide a link to preview the portfolio.
- Experience with photography and videography is a plus.

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience:**

College juniors and seniors only. Graphic Design, Digital Media, Sports Management, Marketing, Advertising, or similar majors preferred. Sales experience a plus. College credit preferred, but not necessary.

### **Communication Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Competency with Microsoft Office Suite.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate computer and mouse. The employee is frequently required to talk, hear, and bend and twist neck. The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is in a typical office environment.
- The noise level in the work environment is usually moderate, but occasionally noisy.