



JOB DESCRIPTION

JOB TITLE: Graphic Design Intern

REPORTS TO: Marketing Coordinator

CLASSIFICATION: Hourly

STATUS: Part-time, student intern, non-exempt

JOB OVERVIEW: The Graphic Design Intern will work closely with the Communications & Marketing team to create visually appealing designs for various campus materials, including those for clubs, organizations, and events. The intern will also contribute to the design of the campus magazine, ensuring that it maintains a professional and cohesive look. The ideal candidate should have a strong portfolio demonstrating their design skills and proficiency in industry-standard design software.

DUTIES AND RESPONSIBILITIES:

- Create designs for campus materials, such as posters, flyers, brochures, and social media graphics
- Collaborate with clubs, organizations, and event coordinators to understand their design needs and provide creative solutions
- Assist in the design and layout of the campus magazine, working closely with the editorial team
- Ensure that all designs adhere to the college's brand guidelines and maintain consistency across all materials
- Participate in brainstorming sessions with the Communications & Marketing team to generate new design ideas

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Customer service skills/orientation
- Computer application skills
- Attention to detail and organizational skills
- Ability to work with a diverse college population
- Demonstrated willingness and ability to act in an ethical and socially responsible manner

EDUCATION/EXPERIENCE REQUIRED:

- Minimum of a high school diploma

SPECIAL REQUIREMENTS:

- Must be a current CSC student
- Ability to work some nights and accommodate flexible scheduling in emergency situations is required
- Ability to bend, stoop, and lift a minimum of 25 pounds