



THE UNIVERSITY OF UTAH

Housing & Residential Education

Graphic Design Intern Job Description and Purpose

The Graphic Design Intern will support Housing & Residential Education's marketing and communications team in creating engaging and informing visual content. The Graphic Design Intern will work with the Communications & Assessment Coordinator to execute department design needs at a variety of project levels. Projects are to include updating ongoing publications and ownership of creation of new designs for marketing/advertising purposes. This part-time position is ideal for a student seeking graphic design experience.

Housing & Residential Education and the University of Utah value interactions among individuals with varying traditions, cultures, identities, expressions, orientation, religious beliefs, economic backgrounds, and racial/ethnic origins. We strongly encourage applications from candidates who will share and explore this value with the team and with the residents.

Qualifications

- Must be a current University of Utah student in good standing with the university and maintain that status throughout employment
- Ability to work effectively in a diverse office setting
- Excellent communication and interpersonal skills
- Skills in speaking and writing concisely and logically
- Demonstrated skill to work effectively with students, parents, and university officials
- Previous experience with graphic design work
- Proficiency in Adobe Suite Creative Cloud (Adobe Illustrator, InDesign and Photoshop)

Preferred Qualifications

- Experience living on campus at the University of Utah
- Experience and interest in marketing, communications, or design field
- Comfortable and confident with public speaking

Work Schedule

- The Graphic Design Intern schedule will be set by the supervisor, with hours not to exceed 15 per week.
- Preference may be given to applicants able to participate in some after hour and/or weekend recruitment events such as tours and tabling events

Compensation

- Hourly rate DOE

Responsibilities

- Strategize concepts by studying materials, brainstorming with team members, and observing student reactions to existing materials
- Illustrate concepts by designing layout of art and copy while considering arrangement, size, type size and style, and related aesthetic characteristics
- Pitch design and artwork ideas for a variety of advertising campaigns
- Create design of requested materials and obtain approval from team members
- Create final layouts and prepare items for print or publication
- Balance multiple and ongoing projects at once
- Adhere to appropriate timelines and deadlines for production
- Create printed materials that include but are not limited to: posters, table tents, brochure guides, handouts, bookmarks, banners, etc.
- Create digital materials that include but are not limited to: social media art, website elements, UBN monitors, infographics, etc.

Prospective Student Recruitment

- Assisting in tours for prospective students and their parents of housing facilities
- Assisting at recruitment events and provide housing information to interested students (some after-hours events, and weekend events may be included)

Students interested in the Graphic Design Internship position should apply by visiting housing.utah.edu. Prospective candidates may be asked to provide a portfolio of examples of previous design work. Preference given to individuals who are able to begin work in May 2019. Preference may be given to students interested in remaining on the team during the 2019-2020 academic year. Please contact Lexie at lmachoff@housing.utah.edu with any questions.