Graphic Design Intern

Position Description

The Graphic Design Intern will work independently, under the supervision of the Senior Secretary. The Graphic Designer position is responsible for creating, editing, and developing print and web graphics for the Center for Leadership and Service. The Graphic Designer will be a conceptual thinker who enjoys working in a fast-paced environment on a diverse group of projects. This job provides an excellent opportunity for students to get hands-on experience with large and small scale print graphic design, marketing strategies, customer service, photography, video, and new computer technology. Undergraduate or graduate students may apply.

Internship Details

Time Commitment: 10 hrs/week

Duration: As available

Location: Center for Leadership and Service, 301 Peabody Hall

Duties:

The Graphic Design Intern will be expected to perform the following tasks:

- Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts.
- Develop graphics, or update previous designs, and layouts for program/event flyers, brochures, posters, internal logos, and online graphics.
- Determine size and arrangement of illustrative material and copy, and select style and size of type.
- Collaborate with staff to discuss and determine layout design, review final layouts and suggest improvements as needed.
- Maintain archive of images, photos, or previous work products.
- Prepare notes and instructions for workers who assemble and prepare final layouts for printing.

Minimum Requirements:

- Strong design knowledge including technical knowledge of the Adobe Creative Suite (including Photoshop, InDesign, and Illustrator).
- Must be able to bring personal laptop with required design programs to the office during shifts – the Center for Leadership and Service does not have any design or photo editing software.
- Ability to work independently. A strong commitment to service and the mission of our office is preferred.

Preferred Requirements:

- Photograph/Video Center for Leadership and Service programs and special events.
- Photograph/Video for Center for Leadership and Service marketing materials/promotions.
- Edit images and video.

Note: This is a volunteer position. If you seek credit for a class we can sign off on the necessary paperwork.

Apply online at https://ufl.qualtrics.com/jfe/form/SV_8eLZGGCVWXVYawd