



## Internship Position Description Graphic Design

Total hours: 6-10 hours/week

Rate of pay: TBD (either hourly or scholarship)

Direct supervisor: Sarah Beaudry, vice president of communications and marketing

Internship director: Jaynelle Ramon, senior manager of digital content and strategy

### Position Description:

Student graphic designers at the UAAA complete an internship that includes 6-10 hours of work a week during a given semester. They will receive art direction from our senior graphic designer and vice president of communications. They experience working within a team and working with multiple staff members who will act as clients in reviewing design work. Student responsibilities vary during the course of the semester to include:

- Designing decals and other promotional materials for UAAA membership program.
- Designing signage and other related items for UAAA Homecoming.
- Designing UAAA annual report for online distribution.
- Designing UAAA brochures and other promotional materials as needed.
- Creating infographics for the UAAA.
- Assisting UAAA director of videography with illustration for animation.
- Assisting UAAA director of photography with photoshoots.
- Assisting UAAA social media manager with graphics for Facebook, Twitter and/or Instagram.

### Other duties:

- The Alumni Association is a very collaborative organization so there may be times that work on other programs is needed as well.
- The intern will be required to attend regular internship meetings. The intern will also be required to present an overview and results of their work during the semester at a designated intern/staff meeting.
- The intern will meet with the president and executive director of the Alumni Association periodically to discuss their experience.

### Required Qualifications:

- A current sophomore, junior or senior in the visual communications program

- Experience working with Photoshop, Illustrator and InDesign
- Knowledgeable of on-campus events and UA history, traditions and sports
- Minimum GPA of 3.0
- Flexible schedule (outside of class and/or work commitments)
- Adaptable and able to work in a team setting

**Preferred Qualifications:**

- Excellent communication and writing skills
- Active on campus

**Please submit resume and examples of work online at [arizonaalumni.com/internship](http://arizonaalumni.com/internship)**