



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 Marketing & Communications 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
- Proficiency with video editing and animation software (Adobe Premiere Pro, Adobe After Effects, Adobe Audition)

Work Schedule

- The Graphic Design Intern schedule will be set by the supervisor, with hours not to exceed 15 per week.
- Position is able to be fully remote with weekly 1:1s with supervisor over video conferencing software.

Compensation

\$14/hour

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. Please contact marketing@housing.utah.edu with any questions.