GRAPHIC DESIGN INTERNSHIP

Position Summary:

The Graphic Design Intern is responsible for providing support for the Office of University Communications through a variety of channels, print, digital, web, video and other as assigned. The Graphic Design intern will report to the Senior Graphic Designer and will assist with the development and design of Howard University graphics, logos, collateral event materials and a variety of other creative tasks as assigned.

The Graphic Design Intern’s primary duties include, but are NOT limited to:

- Prepare images to coincide with University events and social media postings
- Assist with website updates
- Assist with collateral updates and version control
- Creation and updates to various University collateral
- Assist with video production (shooting, editing, etc.)
- Other projects as assigned

Job Requirements:

- Excellent computer knowledge for both MAC and PC environments
- Must be proficient in basic design programs including Adobe Creative Suite and knowledge of
- Video-editing software. Writing and proofing skills are also required.
- Excellent communication skills (written and verbal) and administrative skills
- Ability to work independently and complete assigned tasks within identified time frames
- Organized, dependable and detail oriented
- Team player
- Quick learner and efficient
- High sense of urgency
- Able to work well under pressure

Paid internships require a commitment of 20 hours per week. Most for-credit OUC internships average 12-20 hours per week, depending on student course requirements, while volunteer positions allow a bit more flexibility to coincide with a student's need or desire to offer fewer or varied hours. At the beginning of each semester, interns are asked to schedule consistent weekly hours within the time-frame of Mon.-Fri., 10am-5pm.

For consideration, candidates are asked to submit the following to Stephanie Zerweck (stephanie.zerweck@howard.edu):

- Specification of "Web Internship Application" in the subject-line
- Resume
- Cover letter
- Blocks of time to choose from for a 30-minute interview
- Proposed work-schedule
- Work samples (links or attachments), if available
Once a candidate's documents/details are received, an interview time will be arranged for her or him to meet with OUC team members. Candidates are encouraged to bring select work samples or a portfolio to their interviews and contact Ms. Zerweck as needed with any additional questions.