Graphic Designer Intern (undergraduate) – Fall Semester 2018

Description: The Social Media Intern will play an active role in the development of the Learning Center’s online community. Under the supervision of the Marketing Coordinator, the intern will maintain the LC’s presence on various social media platforms and help create and publish content that is relevant to the students, faculty and staff that we accommodate. He/she will regularly analyze and report on the activity on social media networks. He/she will also assist in maintaining the LC’s archive of digital images, videos, posts and other content. The intern will learn how to reach students, departments and how to promote events or programs through the internet while gaining experience in social media platforms.

Location: Livingston Campus

Start Date: Fall 2018

Hours: 5-10 hours per week

Responsibilities:

- Creates web-based graphics, print documents, and other projects (such as banners and signs) to be used for marketing and informational purposes, as well as instructional tools.
- Will be expected to create original graphics, but will be given informational content to use. Projects include, but are not limited to: informational brochures, flyers for bulletin boards, website graphics, PowerPoint design templates.
- Design outreach items that market the department’s information such as: general awareness, locations of centers, advertising work opportunities for students and part time staff, events, etc. to increase the profile of the Learning Centers.
- Maintains LC photos, videos, flyers, logos and other content on appropriate servers or accounts; will work within department design and style guidelines
- Collaboration with marketing team and Learning Center colleagues on program development and marketing plans; will primarily work with Social Media Interns and Marketing Coordinator
- Performs research to find articles, pictures, graphics, resources, or other content that is relevant and uses it to posts it to our social networks in a manner that invites conversation and interaction.
- Maintains LC photos, videos, posts and other content on appropriate servers or accounts.

Qualifications/Requirements:

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Resources needed: computer, camera.
- Must be in good academic standing.
- Detail oriented with strong written and verbal communication skills.
- Experience with Microsoft applications, basic photo-editing software, and internet browsers.
• Prior graphic design experience with portfolio
• Knowledge of print design, advertising, interactive and web design and product design preferred

**Major:** Arts, Communication or a related degree preferred but not required, any major allowed

**Additional Information:**
• Candidates are encouraged to seek college credit.
• This is a part-time unpaid internship.
• A computer station is available to use for completing internship projects and tasks.
• Candidates should uphold a positive attitude under pressure, display a strong work ethic, and enjoy working with a wide range of staff needs.
• This internship will benefit someone who is interested in graphic design, creative design, photo editing and education.

**To apply:** Submit a resume and cover letter on our website at rlc.rutgers.edu/intern

**Contact:** Samantha Feaser, Administrative & Marketing Coordinator, Livingston Learning Center

**Phone or Email:** (848)-932-0566 samantha.feaser@rutgers.edu

**Application Deadline:** April 15, 2018