

# COLLEGE OF LIBERAL ARTS & SCIENCES (LAS)

LAS communications and marketing position available at Illinois

## LAS Graphic Design Intern

Are you creative? Do you enjoy creating professional and engaging marketing materials? Join the LAS communications and marketing team as a graphic design intern!

We are currently seeking a graphic design student intern for the Fall 2024 semester who will create print and digital materials for the College of Liberal Arts & Sciences, as well as their departments and units.

This is a PAID position (\$14/hr.), 10-15 hours per week, and a great opportunity to build your professional portfolio while gaining valuable work experience!

### Duties for this position

- ▶ Creating concepts, laying out, and preparing files for print and/or posting online including: newsletters, t-shirt/promo item graphics, brochures, signs, fliers, web/social media graphics, e-newsletters, and digital displays.
- ▶ Keywording images for photo database
- ▶ Photo resizing and editing for the LAS website

### Candidate requirements

- ✓ Must be a current University of Illinois Urbana-Champaign student
- ✓ Must be able to work between 10-15 hours a week
- ✓ Experienced with graphic design, including print and digital design
- ✓ Working knowledge of Adobe Creative Suite, InDesign, Photoshop, and Illustrator
- ✓ Excellent design and typography skills
- ✓ Excellent organizational skills
- ✓ Ability to work and solve problems independently
- ✓ Strong time management skills and ability to meet deadlines
- ✓ Ability to share ideas, accept feedback, and contribute as a team member
- ✓ Must be reliable and punctual
- ✓ Demonstrate a professional and positive attitude
- ✓ Samples of previous work/portfolio

This part-time position offers flexible hours, requiring between 10-15 hours per week during business hours. We are looking for a self-starter who can work both independently and on a team. The position has the potential to continue each semester depending on the candidate. This is an on-site office position located in Lincoln Hall on the Quad.

**TO APPLY,** send a resume, cover letter, and a link to your website/portfolio or PDF showing samples of your design work to Heather Gillett at [hgillett@illinois.edu](mailto:hgillett@illinois.edu) by April 21, 2024.

