



GRAPHIC DESIGN PRINT INTERN

STATUS: Student employment or paid internship

LOCATION: Duncan Alumni House, Millersville University

COMMITMENT: A minimum of 10 hours per week is preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the graphic design team with maintaining the visual image and brand of the University by following established graphic standards.
2. Create, edit, and maintain University print materials.
3. Develop and design ads, posters, logos, direct mail, school/department information, brochure and other marketing materials.
4. Coordinate project fulfillment through working with on and off campus printers.
5. Accepts ownership of graphics projects and provides attention to detail (develops production schedules, proofreads, press checks) to ensure a high-quality finished product.
6. Attend client creative presentations and consult with clients during the development and production of marketing support materials.
7. Email and work directly with different University staff in a professional manner.
8. Ensure computer files are properly prepared for forwarding to printers for final production.
9. Light copywriting and proofing.
10. Work directly with UC&M directors to bring creative ideas to life.

Other duties may be assigned.

JOB QUALIFICATIONS & REQUIREMENTS:

1. Understanding of design principles
2. Strong sense of color and typography
3. High level of communication and organization skills
4. Ability to work in a team in a collaborative workspace
5. Working knowledge of Photoshop, Illustrator, and InDesign
6. Spell checks constantly
7. Knowledge of different printing methods (ex. digital, engraving. etc.) preferred