



WEB AND INTERACTIVE DESIGN SPECIALIST 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 pages on the University website.
3. Create and maintain web-based forms.
4. Create email campaigns.
5. Design digital ads for social media platforms (Facebook, Instagram, etc.) and ads for websites.
6. Design digital ads for screens around campus.
7. Accepts ownership of graphics projects and provides attention to detail (develops production schedules, proofreads, press checks) to ensure a high-quality finished product.
8. Ensure computer files are properly prepared for web.
9. Find good photos and implement them on the website.
10. Email and work directly with different University staff in a professional manner.
11. Light copywriting and proofing.
12. Work directly with UC&M directors to bring creative ideas to life.

Other duties may be assigned

JOB QUALIFICATIONS & REQUIREMENTS:

1. Understanding web and interactive design principles
2. High level of communication and organization skills
3. Ability to work in a team in a collaborative workspace
4. Working knowledge of Photoshop, Illustrator, and InDesign
5. Understanding of Content Management System
6. Understanding of responsive design
7. Working knowledge of Search Engine Optimization (SEO) is preferred
8. Experience with hand-coding using HTML and CSS is preferred