Internship Information Guidelines

Thank you for your interest in providing one of our students an internship. Please provide the following information so that we can begin getting the word out to our students:

Organization offering internship: Coconino Community College

Contact information: Trevor Welker / 2800 S. Lone Tree Road / Trevor.Welker@coconino.edu

Type of Internship Offered: Unpaid

# hours of work/week: 10 hr. per week

Total # of weeks: 12 weeks (Fall Semester)

Special skills required: InDesign, Photoshop & Illustrator

Duties and Responsibilities

Coconino Community College seeks and intern to assist the Graphic Designer. This internship will give the intern valuable real-world experience in print and web design, as well as providing the College with additional manpower.

The intern will work at least 10 hours per week during the current quarter/semester, for a minimum of 120 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor.

The intern must be organized, and detail-oriented, possess strong typography and layout skills, and be a Visual Communication major. Proficiency in InDesign, Illustrator and Photoshop is required. Some knowledge of Dreamweaver and basic HTML is preferred, but is not mandatory.

The intern is considered an integral part of the Marketing/Public Relations department and as such, their ideas and input will be valued.

Payment will be the items produced that the intern can put into their portfolio, as well as real-world work experience. The supervisor can be used as a reference for future job search.

The main duties of the graphic design intern will be:
• Assist in designing ads for various publications
• Weekly updates to the College’s Web site
• Assist in designing programs for College events
• Research other publications with successful branding or design systems
• Attend weekly meetings with the designer and marketing team
• Assist in brainstorming concepts for upcoming projects
• Other duties as assigned
Trevor A. Welker
Graphic Design Specialist Sr.
Coconino Community College
2800 S. Lone Tree Road
Flagstaff, AZ 86001

Or email resume and three design samples in jpeg (800 x 600 pixel) or PDF format to:
Trevor.Welker@coconino.edu

All entries must be submitted by August 1st, 2012