Internship Proposal

Registrar’s Office

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| Internship Position Available: | Web Designer Internship |  |
| Term Available: | Fall 2014 |  |
| Credits Earned: | 3 – 6 units |  |
| Position Reports To: | Andrea Stalker |  |
| General Description: | The Registrar’s Office at Northern Arizona University is offering an internship position during the Fall semester for a student pursuing a degree in the field of Web Design. This position will be working closely with the department leadership team, the marketing subcommittee, and various staff within the Registrar’s Office. |  |
| Background: | This position requires a student who has successfully completed basic web design coursework. |  |
| Responsibilities: | The web designer intern will be:   |  | | --- | | * Responsible for the creation and direction of department web sites from initial conception to finalized execution. * Responsible for interacting with clients to build web pages and perform moderate level graphic design to complete websites from existing web template designs. * Maintains the department main websites, gathers and publishes information on designed web page using web-based software tools. | | * Coordinates with departments to implement internet strategies for pages, Coordinates with departments to gather information to reach creative solutions for each department. * Creates and implements web design concept, layout, and content. Creates high-quality graphics for web use. * Designs and constructs web pages/sites with varying levels of complexity including incorporating graphic user interface (GUI) and other techniques. * Maintains and provides ongoing design and redesign of website(s). * Interprets communication needs of client and recommends web design possibilities. * Coordinates and gathers information for site management. * Checks and corrects links, troubleshoots problems with appropriate college/department personnel. | |  |
| Skills: | Our ideal web designer intern should have the following skills:   * Experience with interface/information design and a thorough understanding of computer applications for web site development. * Experience with graphic design and layout tools. * Thorough understanding of the latest design/new media trends. * Broad understanding of web and browser-related issues.  Must be able to take projects from concept to completion. * Ability to introduce innovative design to increase site productivity, traffic to specific/desired areas, positive user experience and business results. * Ability to interact with various internal departments to resolve questions of program intent, data input and output requirements and internal checks and controls. * High attention to accuracy and detail. * Strong oral and written communication skills. |  |
| Application Instructions: | To apply, please submit a cover letter, resume, and unofficial transcript to andrea.stalker@nau.edu. |  |
| Total # of weeks | 16 |  |
| Total # of hours/week | 10 (3 units) – 20 (6 units) |  |