University Students’ Council – Position Description

Position Title: Graphic Design Intern
Supervisor: Creative Manager
Remuneration: $40,203.00 + Benefits and Vacation
Hours of Work: Full time position (35 hours per week)
Term: June 2022 - April 2023

OVERVIEW:

The Graphic Design Intern is responsible for creating graphical assets for various print, social media, and web materials to promote the USC student-led initiatives as well as projects requested by clients. This position will work under the direction of the Creative Manager in the Communications Department. Enhancing the overall student experience is paramount.

DUTIES AND RESPONSIBILITIES:

● **Design:** responsible for creating engaging and well-designed artwork to promote USC initiatives via print, social media, and web channels. Deliverable examples are event posters, rave cards, and graphics for Facebook, Twitter, Instagram, etc.

● **Collaboration:** Work closely with USC Interns, Associate Vice-Presidents, and Coordinators to create promotional graphics. Attend planning meetings to discuss, brainstorm, and timeline upcoming campaigns. Provide expertise on the creation of effective promotional materials.

● **Project Management:** Track and manage workflow, communicate with stakeholders, manage change requests, and deliver products on time.

● **Administration:** Adhere to the USC brand guidelines, USC bylaws, policies, and procedures.

● **Other Duties:** This internship will offer a variety of opportunities to shadow in different areas of communications and marketing at the USC and offer experience in a professional work environment.

QUALIFICATIONS:

● Prior knowledge, background, or experience in graphic design is fundamental for this role.

● Must be a graduating student at Western University or be willing to take a full year off of school.

● An Intern cannot hold another USC paid position, USC Councilor position, or Director position on the USC Board of Directors.

QUALIFIED CANDIDATES WILL HAVE STRENGTHS IN THE FOLLOWING AREAS:

● **Project Management:** Strong organizational and time management skills are paramount to the success of the role. The Graphic Design Intern should be flexible, critically assess and
troubleshoot problems, and demonstrate effective problem-solving skills.

- **Interpersonal Communication:** The Graphic Design Intern position requires strong interpersonal communication skills, given the need to work concurrently with several project stakeholders.

- **Creativity:** Possesses a natural openness to new ideas and creative thinking. Demonstrates a high degree of curiosity and a propensity to “think outside the box” when designing images for programs and events.

- **Strong Technical Skills:** Adobe Illustrator, InDesign, Photoshop, and Acrobat. Excellent proofreading, editing, and written communication skills (proficient at writing copy for marketing materials.)
  
  **Basic Technical Skills:** Microsoft Word, Excel, PowerPoint, Google Drive, WordPress, and HTML are assets.

**KNOWLEDGE, SKILLS and ABILITIES:**

- The Graphic Design Intern will learn how to manage a project from start to finish, working with various stakeholders to execute programming throughout the year creatively.

- They will gain an understanding of the mediating role between the client’s needs and the organization.

- The Graphic Design Intern will gain valuable experience with software and hardware.

- The Graphic Design Intern will develop skills related to producing visual materials for communications, marketing, and promotions.

**TRAINING:**
The Graphic Design Intern will be required to attend all USC-mandated training sessions for their position, as determined by Creative Manager and the Communications Department. The Graphic Design Intern will be expected to participate in a mandatory Health and Safety training seminar conducted at the beginning of their term.

**ADDITIONAL INFORMATION:**
Please note that the Intern positions are now full time roles with an 11-month contract from June to April. These roles will be filled by graduating students of Western University in an undergraduate or professional degree program or those from the same programs willing to take a full year off. The work hours are 8:30 am - 4:30 pm from Monday to Friday; however, these hours are subject to change due to fluctuating operating hours. Work hours may be adjusted to accommodate the increased workload during peak periods. Occasional pre-approved overtime may be required.

The USC is operating fully in person, and thus the successful candidates must be able to work on campus. These positions will receive benefits, vacation, and professional development opportunities.