



University Students' Council – Position Description

Position Title:	Graphic Design Intern
Supervisor:	Manager, Photography & Graphics
Remuneration:	\$42,000 Annual Salary + Benefits and Vacation
Hours of Work:	Full time position (35 hours per week)
Term:	June 2, 2025 - April 30, 2026

OVERVIEW:

The Graphic Design Intern is responsible for creating graphic and illustrative assets to support the USC's student-led initiatives and client projects. Proficiency in photo and video editing is a valuable asset for this role. The Intern will produce content for print, social media, web materials, advertisements, and other digital platforms, contributing to the promotion of the USC's initiatives. This role reports to the Manager of Photography & Graphics and plays a key part in enhancing the overall student experience while helping you build your portfolio and career readiness.

DUTIES AND RESPONSIBILITIES:

- Responsible for creating engaging and well-designed creative assets to promote USC initiatives via print, social media, advertising, web, and other digital channels. Deliverable examples are event posters, rave cards, digital screen advertisements and graphics for social media channels.
- Work closely with the USC's Graphic Designer, Promotions Manager, USC Interns, and the Manager, Photography & Graphics to create promotional graphics, with the opportunity to work on photos/videos as well. Attend planning meetings to discuss, brainstorm, and timeline upcoming campaigns. Provide expertise in the creation of effective promotional materials.
- Track and manage workflow, communicate with stakeholders, manage change requests, and deliver products on time.
- Adhere to the USC brand guidelines, USC bylaws, policies, and procedures.
- 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, while helping you build your portfolio and career readiness.

QUALIFICATIONS:

- Prior knowledge, background, or experience in graphic design is fundamental for this role.
- Experience in photography & videography is an asset 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 Operation, AVP, Coordinator, Governance Leader) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

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:* Demonstrates curiosity, innovation, and a proactive approach to creative challenges when working on projects.
- *Strong Technical Skills:* Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Procreate, Canva, proofreading, editing, and written communication skills.
- *Basic Technical Skills:* Google Workspace programs, Adobe Lightroom, Adobe Premiere Pro and Dropbox. Knowledge and skills in Blender, creating 3D digital materials, WordPress, HTML, and CSS are assets.

KNOWLEDGE, SKILLS and ABILITIES:

- Ability to manage a project from start to finish, working with various stakeholders to execute design work throughout the year.
- Understand the role between the client's needs and the organization.
- Experience with design-based software and hardware (as noted above).
- Skills in 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 the People and Development 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 9:00am - 5:00pm 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 candidate must be able to work on campus. This position will receive Health and Dental Benefits, Defined Contribution RESP/Pension Plan and vacation.