

Azusa Pacific University  
Office of Career Services  
**GRAPHIC DESIGN INTERN**

**Title:** Graphic Design Intern  
**Reports to:** Marketing/Outreach Coordinator  
**Salary/Hours:** Level III, 12-15 hrs/week (Negotiable)

Under direct supervision of the Marketing/Outreach Coordinator, the Graphic Design Intern will be responsible for the creation, editing, and production of various print, digital and multimedia creative works and assets for the Office of Career Services. He or she will be a leader on campus who has a sincere interest in advancing the professionalism of APU students. This position is also considered a Career Services Ambassador.

**Design Responsibilities:**

1. Create and implement print/media advertising and marketing campaigns for Career Services programs, services, and events
2. Design and carry out to completion marketing and advertising print pieces such as brochures, posters, email advertisements, and more
3. Act as liaison to University Relations, as well as various APU departments and outside vendors such as duplicating, graphic center, Sir Speedy, Sharp Dots, etc.
4. Act as Client Services Representative to each staff member and/or graduate assistant responsible for event planning and recruiting venues
5. Collaborate with student workers, especially the Marketing Intern to help in design of graphics for various projects

**Career Services Responsibilities:**

1. Participate in Career Services events (as needed)
2. Participate in Career Services staff training
3. Other duties as assigned

**Career Services Ambassador Responsibilities:**

1. Provide feedback regarding Career Services marketing, events, and services
2. Participate in outreach initiatives by servicing events, connecting with faculty, and making announcements (Kaleo, classrooms, etc.)
3. Advocate for Career Services around campus
4. Engage in monthly professional development opportunities as assigned
5. Attend monthly meetings

**Qualifications:**

1. Graphic Design major preferred (may receive internship course credit)
2. Sophomore, Junior, or Senior class standing at start of internship
3. Fluent in Adobe Photoshop, Illustrator, and other appropriate software programs needed to produce print materials
4. Proven experience in design, layout, website, or other print media (An eye for professional design/layout for print and web)
5. Strong time management skills and attention to detail
6. Excellent written and oral communication skills
7. Self-motivated and able to work both independently and under supervision
8. Must have own computer and appropriate programs