

# Paid Internship: Call for Information Design Intern Position

**Deadline to Apply: June 8<sup>th</sup>, 2024**

**Overview** Seeking a creative and motivated Information Design Intern to join a small team working on City Tech campus-wide communications related to Information Design. This internship offers the opportunity to gain hands-on experience in information design visualization and digital media while contributing to real-world projects. The ideal candidate is passionate about design and eager to learn, and ready to make a meaningful impact.

**Dates** of Summer Internship: 8 weeks, June 17<sup>th</sup> – August 9<sup>th</sup>, 2024. 10 hours per week (5 hours of meetings via Zoom, 5 hours asynchronous work with a partner), \$17 per hour.

## Project Goals

- Announcement poster of key resources at college
- Plan templates and layout for student club descriptions/announcements near cafeteria
- Plan templates/locations for curated student work displays on campus (work with departments)
- Further development of template for college-wide and departments' digital displays
- Research RSS feed from student/staff food recommendations survey to automatically update charts (as well as map)
- Research shortest route algorithms between any two nodes on campus (for GIS Indoors)
- Plan templates/locations for curated student work displays on campus (work with departments)
- Development of template for departments' advisement (college-wide/profess. development – not just academic)

## Key Responsibilities

- Assist in the development and execution of visual content for various platforms, including social media, websites, and marketing materials.
- Collaborate with the design team to create engaging graphics, illustrations, and layouts that align with the college's brand identity.
- Support the design team in brainstorming and conceptualizing innovative design solutions.
- Participate in the creation of presentations, infographics, and other visual aids. Help maintain and update the communication office's digital asset library.
- Conduct research on current design trends and contribute ideas for new projects. Provide general support to the design team as needed.

## Qualifications

- Currently pursuing or recently completed a degree in Architectural Technology
- In good academic standing
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign, etc.) and strong Rhino modeling skills.
- Strong understanding of design principles and demonstrated skill with graphics.
- Excellent attention to detail and ability to work independently as well as in a team.
- Strong organizational and time-management skills.
- Effective communication skills, both verbal and written.
- Understanding of user experience (UX) and user interface (UI) design principles.

## Application Process

**To apply, please submit the following to Professor Anne Leonhardt, [aleonhardt@citytech.cuny.edu](mailto:aleonhardt@citytech.cuny.edu):**

- Updated resume.
- Cover letter explaining your interest in the internship and what you hope to gain from the experience.
- The names of two professional or academic references.
- A portfolio of recent work (attach 3 work samples or provide a link).