CALL FOR INTERNS

POSITION: DESIGN TEAM INTERN

ABOUT US

Faculty Commons, A Center for Teaching, Learning, Scholarship and Service coordinates all professional development, grants and assessment activities of faculty at New York City College of Technology. Faculty Commons adopts a programmatic approach to professional development and operates as a faculty resource and think tank where members collaborate on a variety of projects to shape curriculum, pedagogy and assessment.

The Faculty Commons Design Team serves as a resource to the faculty at the New York City College of Technology to raise the awareness of various workshops and on-campus events offered to enhance faculty training and build networks between faculty members or different departments. This is done through print and online advertisements.

The Faculty Commons seeks a Graphic Design Intern to work as a member of its design team. Being on the design team will help you gain valuable business experience as you participate in a creative team, work with clients and working with an existing brand image. Designed work gets publicized on the City Tech campus and will be great additions to your portfolio. The candidate should be enthusiastic, dependable, attentive to details and able to work 10+ hours per week. Schedule is set with flexible shifts to accommodate most schedules.

ESSENTIAL DUTIES

• Participate in creative design projects including posters, brochures, and a newsletter
• Provide thoughtful and effective designs to clients to promote events
• Work independently and collaboratively while organizing workflow of the design jobs to meet deadlines
• Work with Reproduction Center (printing services) to ensure the accuracy of the finished product

MINIMUM QUALIFICATIONS

• Minimum of 30 credits completed (Upper Sophomore)
• Good academic standing (3.0 GPA or higher)
• Completion of some graphic design coursework (Typography, Desktop Publishing and Advertising Design)
• Familiarity with Mac computer
• Proficiency in the following design software: Photoshop, Illustrator, and InDesign
• Web experience is not required but is a plus
• Portfolio samples
• Resume
• Recommendation letters via e-mail from at least 2 professors

DEADLINE: NOON, MONDAY, MAY 4, 2015

Please send your application, resume, portfolio, and recommendations to:
Professor Julia Jordan at **facultycommons@citytech.cuny.edu**.

FACULTY COMMONS WEBSITE

http://facultycommons.citytech.cuny.edu/

NEW YORK CITY COLLEGE OF TECHNOLOGY

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